

CONSTITUTION

South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

1. NAME

- 1.1. The Association is a non-profit sporting organisation and shall be known as the South African Practical Shooting Association, hereinafter referred to as "the Federation".

Legal Status

- 1.2. The Federation, in its own name, shall be capable in law of suing and of being sued and of acquiring, holding and alienating property, movable and immovable.
- 1.3. After all legal requirements have been met the Federation may act as dealers in shooting accessories and as importers, wholesalers, retailers and manufacturers of such goods or items as may serve the interests of the sport of practical shooting in South Africa.

2. DEFINITIONS AND INTERPRETATION

- 2.1. Words not defined in the Federation's rules shall, unless the context indicates otherwise, bear the meanings assigned to them in this Constitution.
- 2.2. Unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa.

Definitions

- 2.3. The following expressions shall have the following meanings assigned to them:
 - 2.3.1. **Administrative Officer**
An individual appointed in terms of Clause 3.1.6, who shall be responsible for all the administrative work of the Federation, thereby enabling the Federation to fulfil its function in accordance with this Constitution.
 - 2.3.2. **Affiliated Club**
A club at which practical shooting is conducted and which is:
 - 2.3.2.1. Affiliated to a Provincial Association, which is in turn affiliated to the Federation; or
 - 2.3.2.2. Affiliated directly to the Federation in the case of a club in an area not served by a Provincial Association.
 - 2.3.3. **Amateur**
A person who complies with the requirements of the definition, as determined by the applicable body governing sport in South Africa.
 - 2.3.4. **Appointees by the Federation**
Any individual appointed in terms of Clauses 3.1.5 and 3.1.6.

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- 2.3.5. **Associated Body**
An organisation other than affiliated clubs or provincial associations, as referred to in Clause 6.
- 2.3.6. **Auditor**
An auditor registered under the Public Accountants' and Auditors Act 1951 (or any applicable replacement legislation) or any other person found to be suitably qualified by the Executive Council.
- 2.3.7. **Board of Directors**
Members appointed to administer the South African Practical Shooting Training Academy
- 2.3.8. **Councillor**
A person duly appointed as a member of the Executive Council, in accordance with Clause 7.1.1.
- 2.3.9. **Dedicated Sports Person**
An individual who actively participates in Practical Shooting and has been registered according to Section 16 of the Firearms Control Act and Regulation 4 of the Firearms Control Regulations, as amended.
- 2.3.10. **Disciplinary Body**
The person or persons referred to in Clauses 12.1 or 12.2.
- 2.3.11. **Due Notice**
The timing of notification as referred to in Clause 2.3.22, as determined by the relevant sections of this Constitution relating to the specific purpose of the notification.
- 2.3.12. **Electoral Officer**
The Chairperson, failing which, the Vice-Chairperson, failing which the Secretary, failing which the meeting shall elect the Electoral Officer from among its members by majority vote.
- 2.3.13. **Executive Council**
The Executive Council of the Federation referred to in Clause 7.1.1.
- 2.3.14. **Honoraria**
Remuneration or reward offered to a person or persons in recognition of services rendered.
- 2.3.15. **I.P.S.C.**
The International Practical Shooting Confederation.
- 2.3.16. **I.R.O.A**
The International Range Officers Association.
- 2.3.17. **Management Committee**
The Management Committee of the Federation as referred to in Clause 7.1.2.
- 2.3.18. **Minute Book**
A record of resolutions adopted by the Executive Council at any duly convened Executive Council meeting, which record must be accessible to all members.

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Definitions (cont)

2.3.19. **Member**

Any individual who belongs to:

2.3.19.1. An affiliated club, in terms of Clause 6.2.1; or

2.3.19.2. A Provincial Association, in terms of Clause 6.2.2 ; or

2.3.19.3. The Federation direct, in terms of Clauses 6.2.4 or 6.2.5;
or

2.3.19.4. An Associated Body, in terms of Clause 6.14.

2.3.20. **Member in good standing**

Any member who is fully paid up in terms of this Constitution, and is not under suspension or disciplinary action by the Federation.

Members not in good standing will lose all membership benefits until their standing is re-instated.

2.3.21. **Member Organisation**

An Affiliated Club having direct affiliation, Provincial Association, or Associated Body.

2.3.22. **Notification**

Any notification in writing, which is delivered by hand, post, fax or electronically.

2.3.23. **Policy Document**

A record of a principle as determined by the Executive Council from time to time, in accordance with Clause 7.4.1.4.

2.3.24. **Province**

As defined and demarcated by the South African Government.

2.3.25. **Provincial Association**

An association of clubs within the boundaries of a Province, as defined in Clause 2.3.24, and commonly referred to by members as a Province, which promotes the objectives of the Federation with the approval of the Executive Council.

2.3.26. **Regional Director**

For the purposes of maintaining a sound and professional relationship with I.P.S.C, and also to ensure conformance with I.P.S.C requirements, a Regional Director for South Africa shall be appointed in terms of the I.P.S.C Constitution and Clause 7.1.2.8 of this Constitution.

2.3.27. **Regional Directorate**

The Regional Directorate, as referred to in the I.P.S.C Constitution, shall be the Executive Council of the Federation.

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2.3.28. **Residency**

Residency of a member is defined as the individual being ordinarily domiciled for a minimum of one hundred and eighty three (183) days of the twelve (12) months immediately preceding the month in which the member wishes to enjoy the specific rights and benefits of such membership, as contained in Annexure A of this Constitution and in accordance with the I.P.S.C rules.

The ordinarily domiciled condition is a physical presence test and does not relate to citizenship or to any address of convenience.

The one hundred and eighty three (183) days need not be consecutive or the most recent of the twelve month period.

2.3.29. **S.A.I.R.O. & I**

The South African Institute of Range Officers and Instructors as referred to in Clause 8.1.

2.3.30. **South African Practical Shooting Training Academy**

The company incorporated by the Federation under Section 21 of the Companies Act.

2.3.31. **Sponsorship Allocation Committee**

The Committee responsible for the allocation of Sponsorships as referred to in Annexure E.

2.3.32. **S.A.S.C.O.C.**

The South African Sports Confederation and Olympic Committee, as contemplated in section 2 of National Sport and Recreation Act, 1998 (Act No. 110 of 1998 as amended).

2.3.33. **S.A.S.S.Co.**

The South African Shooting Sports Confederation, which is the co-ordinating body for all shooting sports in South Africa.

2.3.34. **Temporary Member**

A visitor to a range of a member organisation shall be considered a temporary member for such period and shall be entitled to such privileges and subject to such conditions, as decided on from time to time by the Executive Council.

Interpretation

- 2.4. In the event of any doubt as to the meaning of any of the provisions of this Constitution, the interpretation placed thereon by the Executive Council shall be final and binding upon all members of the Federation, provided that this clause shall not apply should a matter be referred to mediation / arbitration in terms of Clause 13.2.

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3. OBJECTIVES

- 3.1. The objectives of the Federation in general are to promote, organise and control practical shooting in South Africa and in particular, without restricting the generality of this clause to:
 - 3.1.1. Organise National South African Practical Shooting Championships and such International Competitions from time to time, as determined by the Executive Council.
 - 3.1.2. Provide such insurance cover for its members and such other persons as may be deemed necessary and decided on by the Executive Council.
 - 3.1.3. Publish and distribute or cause to be published and distributed a shooting magazine and/or newsletter at such intervals and in whatever available format, including that of a webpage, as may be decided on by the Executive Council.
 - 3.1.4. Keep a register of all members and issue membership cards to all its members.
 - 3.1.5. Appoint persons in honorary capacities for such periods as may be decided upon by the Executive Council from time to time.
 - 3.1.6. Appoint employees for such periods and at such remuneration as may be decided upon by the Executive Council.
 - 3.1.7. Make available targets and related items to members and such other similar bodies, where practicable, for the promotion of the interests of the Federation.
 - 3.1.8. Arbitrate on disputes, which may arise between members and member organisations.
 - 3.1.9. Select a national squad from time to time, to take part in International Practical Shooting Competitions and/or compete against members of other countries whether within or outside the Republic of South Africa, and to assist such squad and/or the members thereof in such manner as the Executive Council may decide.
 - 3.1.10. Acquire, hire or lease moveable and/or immovable property if necessary for the promotion of the objectives of the Federation
 - 3.1.11. Raise funds by membership fees or otherwise for the furtherance of the objectives of the Federation.
 - 3.1.12. Apply the funds of the Federation to the promotion of the affairs of the Federation exclusively, as set out in this Constitution.
 - 3.1.13. Negotiate with dealers in arms, ammunition and accessories for such terms as may be beneficial to the Federation and/or its members.
 - 3.1.14. Do such other things in furtherance of the sport of practical shooting as approved by the Executive Council.
 - 3.1.15. Support the objectives of S.A.S.S.Co.
 - 3.1.16. Provide safety and skills instruction in accordance with current I.P.S.C rules.

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4. JURISDICTION

- 4.1. The Federation will represent the interests of all its members, in the Republic of South Africa and beyond its borders, as appropriate.
- 4.2. The Federation has the authority to enforce members to abide by the I.P.S.C rules and rules of the Federation, as well as to lay down appropriate rules for attendance and behaviour at meetings.

5. THE RULES OF THE FEDERATION

- 5.1. The Federation and its members shall subscribe to, support and endorse the Code of Conduct as detailed in a Policy document.
- 5.2. The current I.P.S.C rules governing the sport of practical shooting shall apply.
- 5.3. Amendments to the I.P.S.C rules may only be proposed to I.P.S.C by the Executive Council.
- 5.4. The Administrative Officer shall, on request, make available copies of the current I.P.S.C rules and/or Code of Conduct as relates to this Constitution, to members and member organisation, either by means of the Federation's webpage, or on payment of such fee as the Executive Council may from time to time determine.

6. MEMBERSHIP

- 6.1. Practical shooting is open to any person without regard to occupation, race or gender, who has been accepted by a Member Organisation or the Federation direct, and meets the membership requirements of the Member Organisation or the Federation in the case of direct membership.
- 6.2. Any person wishing to join the Federation may, subject to the terms of this Constitution, only do so by joining:
 - 6.2.1. An Affiliated Club; or
 - 6.2.2. A Provincial Association serving that area if such person is resident in a magisterial district which is not served by an affiliated club; or
 - 6.2.3. An Associated Body; or
 - 6.2.4. The Federation direct, provided that no Provincial Association serves the area in which such person is resident; or
 - 6.2.5. The Federation direct, provided such member does not compete in any competitions held under the auspices of the Federation.

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MEMBERSHIP (cont)

- 6.3. Direct membership will be subject to proposal by at least two (2) member organisations.

Honorary Membership

- 6.4. The Executive Council shall be entitled, by majority vote, to appoint persons as honorary members on such terms as the Executive Council may from time to time decide, for such periods as the Executive Council may decide.
- 6.4.1. The Executive Council shall also be entitled to terminate honorary membership at any such time as the Executive Council may deem fit.
- 6.5. The Executive Council may only grant Honorary Life Membership to a member or member organisation if a resolution to do so is accepted unanimously.
- 6.6. The Executive Council may, in consideration of services rendered to the Federation, appoint past or present delegates or officials as Honorary Life President or Honorary Life Vice-President of the Federation.
- 6.7. Honorary appointments shall entitle such persons to be present at and to participate in the deliberations of all Executive Council meetings of the Federation but shall not entitle them to vote thereat.
- 6.8. Honorary members shall not be liable for any membership fees to the Federation.

Life Membership

- 6.9. A member may apply for Life Membership to the Federation, which membership will be subject to the fees and conditions as determined by Council from time to time.
- 6.10. Such membership will still be subject to the conditions of Clause 6.2.

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MEMBERSHIP (cont)

Application for Membership

- 6.11. In general, organisations applying for membership of the Federation shall satisfy the following requirements:
- 6.11.1. A certified copy of its Constitution to be furnished to the Executive Council for approval. Any subsequent amendments shall also be submitted to the Executive Council for approval, prior to adoption by the organisation.
 - 6.11.2. The following information must be submitted in writing, to the Executive Council:
 - 6.11.2.1. Names and addresses of the members of its governing body and their designations
 - 6.11.3. An annual affiliation fee to be paid in accordance with Clause 10.3, the amount to be determined by the Executive Council from time to time.
 - 6.11.4. Any other information as the Executive Council may require shall be furnished in writing.
 - 6.11.5. A Provincial Association or Associated Body applying for membership shall submit a list of its affiliated clubs to the Executive Council in writing.
- 6.12. Clubs applying for direct affiliation to the Federation shall satisfy the following requirements:
- 6.12.1. The Executive Council must be satisfied that no Provincial Association affiliated to the Federation serves the area in which the club pursues its activities.
 - 6.12.2. The names, addresses and magisterial districts of its members to be furnished to the Executive Council.
 - 6.12.3. A club that is directly affiliated to the Federation will be entitled to such direct affiliation until the end of the membership year, in which a Provincial Association proposing to serve the area in which the club is situated, has been granted affiliation. Such club shall then apply for affiliation to such Provincial Association.

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Application for Membership (cont)

- 6.13. A member having direct membership to the Federation or a Provincial Association due to non-service of an affiliated club or provincial Association, will be entitled to such direct membership until the end of the membership year in which a club from a magisterial district in which the member is resident, is granted affiliation to a Provincial Association or the Federation, as the case may be. Such member shall then apply for membership of such affiliated club or Provincial Association.
- 6.14. The Executive Council shall be entitled to admit the affiliation of organisations other than affiliated clubs or Provincial Associations, to be known as Associated Bodies, provided that:
- 6.14.1. Before admitting any Body, the Executive Council must be satisfied that the objectives of such a body are compatible with the objectives of the Federation.
- 6.14.2. An Associated Body shall be entitled to:
- 6.14.2.1. Vote at Executive Council meetings
- 6.14.2.2. Enter teams at Nationals Championships.

Rights and Benefits of Membership

- 6.15. All members shall be entitled to all the rights and benefits of such membership, subject to the payment of such annual membership fees as may be decided by the Executive Council from time to time.
- 6.15.1. However, any member enjoying direct affiliation to the Federation due to non-participation as a competitor, shall not enjoy any privileges of membership in respect of firearms ownership.
- 6.16. Notwithstanding the provisions of Clause 6.15, certain aspects of the rights and benefits of membership as determined by the Executive Council from time to time and contained in Annexure A, will be subject to the residency requirements as defined in this Constitution.
- 6.17. Member Organisations and individual members, which have applied for affiliation or membership, may at the discretion of the Executive Council immediately enjoy the privileges of such affiliation or membership.
- 6.18. Member Organisations and individual members in arrears with affiliation or membership fees shall lose such privileges until the financial status of such Member Organisation or individual member is reinstated by payment of the arrears and upon the approval of the Executive Council being obtained.

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Rights and Benefits of Membership (cont)

6.19. Should a member not renew his membership within three (3) months of the terms of Clauses 10.2 and 10.3, his membership to the Federation shall be deemed to have been forfeited as if the said member had resigned.

Membership Fees

6.20. Membership fees shall, with the exception of members in terms of Clauses 6.2.4 and 6.2.5, only be paid through the member organisation to which the member belongs. The member organisation, to which such fees are paid, shall be liable to pay same to the Federation as soon, as is reasonably possible following such payment but no later than one (1) month after receipt of such fees.

6.21. As soon as possible after the receipt of his membership fee, but no later than one (1) month after receipt of such fees, the Administrative Officer, in accordance with Clause 3.1.4, shall issue or cause to be issued a membership card to the member concerned.

6.22. Membership cards will not be issued to temporary members.

6.23. Production of his membership card or original receipt for that financial year is prima facie proof that a person is entitled, subject to the conditions of clauses 6.15 and 6.16, to all the privileges of membership, unless revoked by the Executive Council.

6.24. The liability of the members for debts incurred by the Federation shall be limited to the amount of their unpaid membership fees.

Refusal and Suspension of Membership

6.25. The Executive Council shall, where it considers it to be in the interest of the Federation, be entitled to:

- 6.25.1. Refuse an application for direct membership.
- 6.25.2. Suspend the membership of any member or member organisation.
- 6.25.3. Terminate the membership of any member or member organisation.
- 6.25.4. Refuse an application for affiliation of any member, club or organisation.

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Hosting of National Events

6.26. An affiliated Provincial Association shall be entitled to host national Championships on behalf of the Federation. Such provincial Association shall sign a contract in respect of hosting a national championship, as approved by the Executive Council from time to time, within sixty (60) days of successfully bidding to host said championship.

7. MANAGEMENT OF THE AFFAIRS OF THE FEDERATION

7.1. Management Structure

7.1.1. Executive Council

7.1.1.1. Members of the Management Committee as defined in Clause 7.1.2.

7.1.1.2. Councillors nominated by the various Provincial Associations, of whom one each shall be nominated by any Provincial Association with the required number of members, as determined by the Executive Council from time to time.

7.1.1.3. Additional Councillors as determined by the Executive Council from time to time, who shall be elected at the Annual Council meeting by Councillors representing all of the other Provincial Associations, other than those referred to in Clause 7.1.1.2 above, which additional Councillors shall all be members of the said other Provincial Associations, provided that no more than one member each shall be elected from any one of the said other Provincial Associations.

These persons shall be elected by majority vote, provided that Councillors representing the Provincial Associations referred to in Clause 7.1.1.2 above, shall not be entitled to vote or speak on the election of such members.

7.1.1.4. One (1) representative per Associated Body.

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Management Structure (cont)

- 7.1.2. Management Committee
 - 7.1.2.1. Chairperson
 - 7.1.2.2. Vice-Chairperson
 - 7.1.2.3. Secretary
 - 7.1.2.4. Treasurer
 - 7.1.2.5. Public Relations Officer
 - 7.1.2.6. Development Officer
 - 7.1.2.7. The Chairperson of S.A.I.R.O. & I or nominated member of the S.A.I.R.O & I Executive Committee
 - 7.1.2.8. Regional Director (if not one of the existing Management Committee members).

- 7.1.3. All members of the Management Committee must have ready access to the internet and email.

7.2. Nominations

- 7.2.1. Nominations for Councillors as defined in Clause 7.1.1 shall be submitted in writing by any Provincial Association or Affiliated Body, at least thirty (30) days prior to the date of the Executive Council meeting at which such members are to be elected.

- 7.2.2. All members of the Executive Council shall be eligible for re-appointment or re-election, as the case may be, provided that:
 - 7.2.2.1. No member of the Management Committee as defined in Clause 7.1.2 shall serve more than two (2) consecutive terms in a specific position.
 - 7.2.2.2. Notwithstanding the provisions of Clause 7.2.2.1, all members of the Management Committee shall be eligible for re-election in a different position.
 - 7.2.2.3. All members of the Management Committee shall be eligible for re-election in the same position after a further Term of Office has passed, following the conditions of Clause 7.2.2.1.

7.3. Terms of Office

- 7.3.1. Executive Council
 - 7.3.1.1. Councillors nominated in terms of Clauses 7.1.1.2, 7.1.1.3 and 7.1.1.4 shall hold office until, and shall retire on, the date of the following Annual Council meeting following their appointment.

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Terms of Office (cont)

- 7.3.2. Management Committee
- 7.3.2.1. Members of the Management Committee shall be elected at the Annual Executive Council meeting and shall hold office for a period of two (2) years and shall retire at the applicable time on the date of the Annual Executive Council meeting two (2) years after their appointment but subject to the provisions of Clause 7.3.2.2.
- 7.3.2.2. Each of the following members of the Management Committee shall retire on the date of the Annual Executive Council meeting held in the following respective years:
- | | |
|--------------------------|----------------------------|
| Chairperson | - each even numbered year |
| Vice-Chairperson | - each odd numbered year |
| Secretary | - each odd numbered year |
| Treasurer | - each even numbered year |
| Public Relations Officer | - each odd numbered year |
| Development Officer | - each even numbered year |
| Regional Director | - each even numbered year. |
- 7.3.2.3. The Management Committee position as referred to in Clause 7.1.2.7 will be determined as per the S.A.I.R.O & I. Constitution.
- 7.3.3. In the event of a Councillor's death, resignation or termination of office for any reason whatsoever, the Member Organisation entitled to elect such Councillor in terms of Clauses 7.1.1.2 to 7.1.1.4, shall be entitled to appoint another Councillor in place thereof.
- 7.3.4. Any Member Organisation shall be entitled to withdraw or dismiss a Councillor appointed by it in terms of Clauses 7.1.1.2 to 7.1.1.4, and to appoint another in his place.
- 7.3.5. In the event of a vacancy occurring in whatever way in the ranks of the Management Committee as elected in terms of Clauses 7.1.2.1 to 7.1.2.6, the remaining Management Committee members may appoint a successor subject to ratification by the Executive Council at the next Executive Council meeting.
- 7.3.6. Any person replacing a Councillor or Management Committee member, who ceases to hold office for any reason other than normal retirement in terms of this Constitution, shall only hold office until the date upon which the member in whose place he was appointed, would normally have retired in terms of this Constitution.

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Terms of Office (cont)

- 7.3.7. If due to personal or other constraints the appointed Regional Director is incapable of discharging one of his duties, then he may appoint a temporary replacement for the sole purpose of performing this specific function, with the exception of his attendance at the I.P.S.C Assembly, in which case the Management Committee may appoint a temporary replacement to attend the I.P.S.C Assembly.

7.4. Powers of Committees

7.4.1. Executive Council

- 7.4.1.1. The management, control and administration of affairs of the Federation shall vest in the Executive Council.
- 7.4.1.2. The ownership, control and administration of all the assets of the Federation shall vest in the Executive Council.
- 7.4.1.3. The Executive Council shall have the authority to take decisions and act on behalf of the Federation in all matters concerning it and to do all things not inconsistent with the objectives of the Federation or the provisions of this Constitution.
- 7.4.1.4. In particular, the Executive Council will be responsible for the general policy making of the Federation, and the ratification or otherwise, of the acts and actions performed and taken by the Management Committee.
- 7.4.1.5. Notwithstanding the provisions of Clauses 7.3.1.1, 7.3.2.1 and 7.3.6, the Executive Council shall be entitled at any duly constituted Executive Council meeting to remove from office any Councillor, the S.A.I.R.O. Management and/or any member thereof.
- 7.4.1.6. The Executive Council shall be entitled to co-opt members from time to time.
- 7.4.1.7. The Executive Council will be responsible for the ratification of the acts and actions performed and taken by the Management Committee.

7.4.2. Management Committee

- 7.4.2.1. The Management Committee shall be entitled to act between Executive Council meetings on behalf of the Executive Council but notwithstanding any other provisions of this Constitution, the Management Committee will be responsible to the Executive Council for all actions taken by it.
- 7.4.2.2. The Management Committee shall be entitled to co-opt members from time to time.

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Powers of Committees (cont)

7.4.3. The duties and responsibilities of the individual members of committees shall be as determined by the Executive Council from time to time, and as detailed in a relevant Policy Document.

7.4.4. The Federation may, from time to time, employ full-time, part-time and/or temporary employees and/or contractors, as may be required. Such terms of employments shall be subject to the applicable legislation.

7.5. Frequency of Meetings

7.5.1. Annual Executive Council Meeting

7.5.1.1. An Annual Executive Council meeting shall be convened at a venue and date as determined by the Management Committee, within two (2) months after the end of the financial year of the Federation.

7.5.2. Special Executive Council Meetings

7.5.2.1. The Management Committee shall be entitled but not obliged to call such other Executive Council meetings, as it may deem necessary for the proper conduct of the Federation's business.

7.5.2.2. On receipt of a written request addressed to the Secretary and signed by at least one quarter (1/4) of the Executive Council, the Management Committee shall, within one (1) month thereof, convene a Special Executive Council meeting at a time, date and venue to be determined by the Management Committee.

7.5.3. Other Executive Council Meetings

7.5.3.1. Between Annual Executive Council meetings, the Executive Council shall meet together as often as is required to enable it to discharge its duties and shall in any event meet at least once every four (4) months.

7.5.3.2. The Executive Council shall meet timeously for the purpose of issuing directives to the Regional Director or his replacement, on any matters relating to the I.P.S.C Assembly.

7.5.3.3. Any three (3) members of the Executive Council shall be entitled, on giving written notice to the Secretary, to call an Executive Council meeting.

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Frequency of Meetings (cont)

7.5.4. Management Committee Meetings

- 7.5.4.1. The Management Committee shall meet together as often as is required to enable it to discharge its duties and shall in any event meet at least once every two (2) months.
- 7.5.4.2. Any three (3) members of the Management Committee shall be entitled, on giving written notice to the Secretary, to call a Management Committee meeting.

7.6. Notification of Meetings

- 7.6.1. The Management Committee shall give written notification of all meetings within the time periods as prescribed in this Constitution.
- 7.6.2. Such notification shall state the date, time and venue of the meeting, and shall incorporate an applicable agenda.
- 7.6.3. Annual Executive Council Meeting
 - 7.6.3.1. At least three (3) months notification shall be given to all Councillors.
 - 7.6.3.2. Such notification shall incorporate a provisional agenda.
 - 7.6.3.3. All Councillors shall notify the Secretary within thirty (30) days of receipt of the notice, of any matters which they wish to be included on the Agenda. Such matters must be fully described and motivated.
 - 7.6.3.4. The Secretary shall forward the final agenda to all Councillors at least thirty (30) days prior to the meeting.
- 7.6.4. Special Executive Council Meeting
 - 7.6.4.1. In the event that a special Executive Council meeting is called in terms of Clauses 7.5.2.1 or 7.5.2.2, at least one (1) months notification shall be given to Councillors.
 - 7.6.4.2. Such notification shall state the reason for the Special Executive Council meeting.
- 7.6.5. Other Executive Council Meeting
 - 7.6.5.1. At least thirty (30) days notification shall be given to all Councillors, provided that the Management Committee may determine a regular venue, day of the month and time for these meetings.
 - 7.6.5.2. In the event of a change to the regular venue, date and/or time of such meetings, seven (7) days notification of such changes shall be given to all Councillors.
 - 7.6.5.3. Such notification shall incorporate a final agenda.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Notification of Meetings (cont)

7.6.6. Management Committee Meeting

7.6.6.1. At least seven (7) days written notification shall be given to all members of the Management Committee.

7.6.6.2. Such notification shall incorporate details of the matters requiring decision by the Management Committee.

7.7. Attendance at Meetings

7.7.1. Executive Council

7.7.1.1. Members of the Management Committee as defined in Clause 7.1.2.

7.7.1.2. Councillors nominated by the various Provincial Associations as defined in Clauses 7.1.1.2 and 7.1.1.3, on the basis of one (1) Councillor per hundred (100) members or part thereof.

7.7.1.3. One (1) representative per Associated Body, as defined in Clause 7.1.1.4.

7.7.1.4. Any member co-opted in terms of Clause 7.4.1.6.

7.7.1.5. Honorary members.

7.7.2. Management Committee

7.7.2.1. Members of the Management Committee as defined in Clause 7.1.2.

7.7.2.2. Any member co-opted in terms of Clause 7.4.2.2.

7.8. Quorum and Conduct for Meetings

7.8.1. If less than half ($\frac{1}{2}$) of the voting power of the meeting is present, the meeting will be adjourned for ten (10) minutes, after the lapse of which the meeting will proceed with those members present constituting a quorum.

7.8.2. The person chairing any meeting of the Federation, with the exception of meetings of the National Selection Committee as referred to in Clause 11.1, shall be the Chairperson, failing which, the Vice-Chairperson, failing which, the Secretary, failing which the meeting shall elect the Chairperson from among its members by majority vote.

7.8.3. If the person chairing the meeting is eligible for election at that meeting to a position on the Management Committee, the Electoral Officer as defined in Clause 2.3.12 shall chair the meeting for the duration of that election.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Quorum and Conduct for Meetings (cont)

- 7.8.4. The Secretary, or some other appointed person, will prepare comprehensive Minutes of the proceedings of all meetings, and the Minutes shall be placed before the next relevant meeting for confirmation.
 - 7.8.5. The Secretary, or some other appointed person, will record all the Executive Council decisions in a Minute Book, as defined in Clause 2.3.18.
 - 7.8.6. Copies of the Minutes of all meetings, with the exception of meetings of the National Selection Committee, shall be distributed to all Councillors within a period of one (1) month after the meeting.
 - 7.8.7. Once the minutes of any meeting are accepted by the relevant Committee as correct, the signature of the presiding Chairperson and the Secretary shall confirm the correctness thereof.
 - 7.8.8. At Executive Council meetings, decisions may only be taken on those items detailed on the agenda as Special Business. Any other motions are for discussion under non-binding business, in order to establish the feeling of the meeting for possible inclusion on the agenda of the following meeting.
- 7.9. All meetings shall be conducted in accordance with the relevant Policy Document.

Business of Meetings

- 7.10. The business of a meeting shall be proceeded with in the following order:

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Business of Meetings (cont)

- 7.10.1. Annual Executive Council Meeting
 - a. Welcome
 - b. Reading of the notice convening the Annual Executive Council meeting
 - c. Confirmation of Provincial Associations, Associated Bodies, Board of Directors and Councillors' credentials, apologies and voting
 - d. Reading and confirmation of the minutes of the preceding Executive Council meeting and any Special Executive Council meetings as the case may be
 - e. Matters arising from these minutes
 - f. Management Reports
 - Chairperson's report
 - S.A.I.R.O & I Chairman's report
 - Development Officer's report
 - Public Relations Officer's report
 - Regional Director's report pertaining to I.P.S.C matters
 - Board of Director's report
 - g. Ratification or otherwise of actions of the Management Committee and S.A.I.R.O. & I Executive Committee
 - h. Submission and consideration, and if approved, the adoption of the audited Annual Report and Financial Statement, as referred to in Clause 10.8
 - i. Appointment of Auditors
 - j. Honoraria and Remuneration
 - k. Special business of which due notice shall have been given in terms of Clause 7.6.3.4
 - l. Submission and consideration, and if approved the adoption of the estimated Balance Sheet and Income and Expenditure Account for the following financial year as referred to in Clause 10.10, including the determining of membership and national entry fees for the following membership year, and reimbursement of expenses to Committee members
 - m. Allocation and/or confirmation of national championships for the following two (2) years
 - n. Election of Office Bearers, and relevant sub-committees as determined by the Executive Council from time to time and referred to in Annexure D
 - o. Confirmation of signatories as referred to in Clause 10.16
 - p. Selection mandates as referred to in Appendix C, of which due notice shall have been given in terms of Clause 7.6.3.4.
 - q. Any other non-binding business for Executive Council discussion and direction
 - r. Date of next Executive Council meeting.

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(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Business of Meetings (cont)

7.10.2. Special Executive Council Meeting

- a. Welcome
- b. Reading of the notice convening the Executive Council meeting
- c. Confirmation of Councillors' credentials, apologies and voting
- d. Special business of which due notice shall have been given in terms of Clause 7.6.4.2

Only such matters as specified in the agenda will be dealt with.

7.10.3. Other Executive Council Meeting

- a. Welcome
- b. Reading of the notice convening the Executive Council meeting
- c. Confirmation of Councillors' credentials, apologies and voting
- d. Reading and confirmation of the Minutes of the preceding Executive Council meeting and any Special Executive Council meetings as the case may be
- e. Matters arising from the these minutes
- f. Ratification of actions taken by the Management Committee as applicable
- g. Income and Expenditure Account and Balance Sheet
- h. Development Report
- i. Public Relations Report
- j. S.A.I.R.O & I. Report
- k. Regional Director's report pertaining to I.P.S.C. matters, in particular to obtain a mandate for the I.P.S.C. General Assembly when applicable
- l. Report Back from S.A.S.S.Co and related organisations
- m. Special business of which due notice shall have been given in terms of Clause 7.6.5.3
- n. Any other non-binding business for Executive Council discussion and direction
- o. Date of next Executive Council meeting.

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South African Practical Shooting Association

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Business of Meetings (cont)

7.10.4. Management Committee

- a. Welcome
- b. Reading of the notice convening the meeting
- c. Confirmation of Management Committee members' credentials, apologies and voting
- d. Reading and confirmation of the Minutes of the preceding Management Committee meeting
- e. Matters arising from these minutes
- f. Special business as contained in the notification of the meeting
- g. Regional Director's report pertaining to I.P.S.C. matters, in particular to obtain a mandate for the I.P.S.C. General Assembly when applicable
- h. Any other business for discussion and direction
- i. Date of next Management Committee meeting.

7.11. Voting at Meetings

7.11.1. Executive Council

- 7.11.1.1. The members of the Management Committee as defined in Clauses 7.1.2.1 to 7.1.2.7 shall have one (1) vote each
- 7.11.1.2. The Regional Director as defined in Clause 7.1.2.8 shall have one (1) vote, provided he does not also hold a position as defined in Clauses 7.1.2.1 to 7.1.2.7.
- 7.11.1.3. The members of the Management Committee as defined in Clause 7.1.2 shall have no vote as relates to ratification of their actions
- 7.11.1.4. An Associated Body shall have one (1) vote
- 7.11.1.5. Councillors appointed in terms of Clauses 7.1.1.2 and 7.1.1.3 shall have votes as decided on from time to time by the Executive Council and as reflected in the Minute Book
- 7.11.1.6. The number of votes to which Councillors appointed in terms of Clauses 7.1.1.2 and 7.1.1.3 are entitled, will be determined on the membership strength of the relevant Provincial Association thirty (30) days preceding the date of the meeting.

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Voting at Meetings (cont)

7.11.2. Management Committee

7.11.2.1. The members of the Management Committee as defined in Clauses 7.1.2.1 to 7.1.2.7 shall have one (1) vote each

7.11.2.2. The Regional Director as defined in Clause 7.1.2.8 shall have one (1) vote, provided he does not also hold a position as defined in Clauses 7.1.2.1 to 7.1.2.7

7.11.3. Matters requiring a decision shall be decided by a majority vote, unless otherwise determined elsewhere in this Constitution.

7.11.4. In the event of an equality of votes, the person chairing the meeting shall have the casting vote in addition to his deliberate vote.

Proxy Votes

7.11.5. No person entitled to attend, speak and vote at any meeting in terms of this Constitution shall be entitled to appoint a proxy to attend, speak or vote in his place.

8. S.A.I.R.O & I

8.1. S.A.I.R.O. & I shall be a specialised committee to the Federation.

8.2. S.A.I.R.O. & I shall, subject to the overriding authority of the Executive Council, be responsible for the management and administration of the objectives of S.A.I.R.O. & I.

8.3. S.A.I.R.O. & I shall report to the Executive Council.

8.4. S.A.I.R.O & I shall have its own Constitution but shall be subject to, and not in contravention of, this Constitution.

9. AFFILIATION TO OTHER BODIES

9.1. The Executive Council may from time to time affiliate to other bodies and/or associations in furtherance of the aims or objectives of the Federation.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

10. FINANCE

- 10.1. The **financial** year of the Federation shall extend from the first (1st) day of January to the last day of December of the same year.
- 10.2. The **membership** year of the Federation shall extend from the first (1st) day of April to the last day of March of the following year.
- 10.3. Member Organisations and individual members shall pay an annual membership fee as determined at the Annual Executive Council meeting, which fees shall be paid not later than the last day of April.
- 10.4. Membership fees in respect of new Member Organisations and individual members joining during a membership year will be paid on a quarterly pro rata basis as follows:
- | | |
|---|---------------------|
| 10.4.1. First two (2) quarters of the membership year | full fees |
| 10.4.2. Third quarter of the membership year | half (1/2) fees |
| 10.4.3. Last quarter of the membership year | quarter (1/4) fees. |

Accounts, Registers and Records

- 10.5. The Management Committee shall cause to be kept such accounts, entries, registers and records as are necessary for the proper working of the Federation.
- 10.6. The books of accounts shall be made up at the end of each financial year by the Management Committee, and shall be audited by the Auditor of the Federation, as appointed in terms of Clause 10.19.
- 10.7. The financial affairs of S.A.I.R.O. & I shall be reflected separately as a note in the books of accounts, and also consolidated therein.

Audited Balance Sheet, Income and Expenditure Account

- 10.8. An audited Balance Sheet, and Income and Expenditure Account in respect of the Federation shall be submitted to the Executive Council by the Management Committee at each Annual Executive Council meeting in respect of the financial year immediately prior to that Annual Executive Council meeting.
- 10.9. A copy of the audited Balance Sheet, and Income and Expenditure Account shall be circulated to all members of the Executive Council in conjunction with the final agenda for the Annual Executive Council meeting.

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(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Estimated Balance Sheet and Income and Expenditure Account

- 10.10. The Management Committee shall also present, to each Annual Executive Council meeting, an estimated Balance Sheet and Income and Expenditure Account in respect of the Federation for the period from the end of the financial year covered by the said audited Balance Sheet and Income and Expenditure Account to the end of the subsequent financial year.
- 10.11. The estimated Balance Sheet and Income and Expenditure Account shall be circulated to all members of the Executive Council in conjunction with the final agenda for the Annual Executive Council meeting.
- 10.12. All members of the Management Committee must notify the Treasurer at least two (2) months prior to the Annual Executive Council meeting of any budgetary requirements. This notification must be in the form of a detailed Income and Expenditure Account.
- 10.13. The Executive Council may only approve such expenditure as referred to in Clause 10.12, if the notification of such expenditure has been circulated to all members of the Executive Council in conjunction with the final agenda for the Annual Executive Council meeting.

Bank Accounts

- 10.14. The Federation shall maintain a bank account/s with a registered commercial bank.
- 10.15. All moneys received shall be deposited to the credit of the Federation's said account/s and all payments shall be made by non-transferable documents as authorised by the Executive Council.

Signatories

- 10.16. At least three (3) members of the Management Committee, as referred to in Clauses 7.1.2.1 to 7.1.2.4, of which two (2) shall be the Chairperson and Treasurer, shall be nominated by the Executive Council to sign, authorise or electronically release all documents as relates to Clause 10.15.
- 10.17. All documents as referred to in Clause 10.15 must bear the signatures of at least two (2) of the signatories as referred to in Clause 10.16.
- 10.18. In the event that any of the signatories as referred to in Clause 10.16 becomes incapable for any reason to discharge this responsibility, the Management Committee shall appoint a replacement, subject to ratification by the Executive Council at the next Executive Council meeting.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Auditor and Right of Access to the Books and Accounts

10.19. The Executive Council shall at each Annual Executive Council meeting appoint an auditor, as referred to in Clause 2.3.6, to audit the books of accounts and the prepared Balance Sheet and Income and Expenditure Account of the Federation, as referred to in Clause 10.8.

10.20. The auditor shall have right of access at all times to the books and accounts and vouchers of the Federation and shall be entitled to require from the officials of the Federation such information and explanations as he thinks necessary for the performance of his duties.

Receipts

10.21. Receipts shall be issued for all monies received.

10.22. Receipts shall be issued in terms of good corporate governance and accounting practices, as determined by the Executive Council from time to time, to member organisations when membership fees are paid and, appropriately marked, also to temporary members as referred to in Clause 2.3.34.

Administrative Fees

10.23. Members who have not paid their membership fees timeously as set out in Clause 10.3 shall pay such administrative fee as may be decided on by the Management Committee from time to time, in addition to the membership fee.

10.24. Duplicates of lost membership cards, letters confirming that a member is a Dedicated Sports Person or Endorsement letters, may be obtained from the Administrative Officer upon payment of such fee as may be decided on by the Management Committee from time to time.

Reimbursement of Expenses

10.25. Members of the Executive Council, the Management Committee or S.A.I.R.O. & I shall not be entitled to any remuneration in respect of services rendered in their capacity as members of such bodies.

10.26. Members of the Executive Council, the Management Committee, S.A.I.R.O. & I or individual members may however be reimbursed in terms of Annexure B.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Reimbursement of Expenses (cont)

- 10.27. Any person delegated by the Executive Council and claiming reimbursement of authorised expenses incurred on behalf of the Federation shall submit a claim in writing to the Treasurer supported by such vouchers as the Management Committee may reasonably require in support thereof.
- 10.27.1. Such claim shall be submitted as soon, as may be reasonably possible after such expenditure has been incurred.
- 10.27.2. Approval of such expenditure shall be recorded in the minutes of the relevant Management Committee meeting.
- 10.28. Notwithstanding the provisions of Clauses 10.26 and 10.27, any person so delegated by the Executive Council, may request that any authorised expenses incurred on behalf of the Federation, be paid by the Management Committee, on behalf of the person so delegated.
- 10.28.1. Any person requesting payment in terms of Clause 10.28 shall submit a request in writing to the Treasurer supported by such documentation as the Management Committee may reasonably require in support thereof.

Expenses relating to the I.P.S.C Assembly

- 10.29. The following expenses of the Regional Director or his temporary replacement in terms of Clause 7.3.7 shall be paid by the federation in order to cover the costs of attending I.P.S.C. Assemblies.
- 10.29.1. Return air fare at economy rate
- 10.29.2. Single hotel accommodation, inclusive of all meals, at the Assembly hotel or match hotel, for the duration of the assembly.
- 10.30. On receipt of the I.P.S.C. Assembly agenda and time frames, the Management Committee shall determine a reasonable budget for expenses such as transport, entertainment and networking, as far as possible within the parameters determined as per Clause 10.12.
- 10.30.1. Such funding shall be in the form of cash or electronic media.

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South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

11. NATIONAL SELECTION COMMITTEE

- 11.1. The selection of a member to a squad to represent the Federation in any Practical Shooting event, whether as an individual or as part of a team, and whether inside or outside the Republic of South Africa, and whether or not the selected members of the squad are to be awarded National or SAPSA Colours, shall be done by the National Selection Committee in accordance with the provisions and selection directives of this Constitution.
- 11.2. The Executive Council will appoint a National Selection Committee at every Annual Executive Council meeting, from nominations submitted in writing by Councillors to the Secretary, at least thirty (30) day prior to the Annual Executive Council meeting and as included in the final agenda for the meeting.
- 11.3. The Executive Council may appoint a national squad manager (if deemed such appointment is warranted) at the Annual Executive Council meeting at which a selection process is decided on by the Executive Council, from nominations submitted in writing by Councillors to the Secretary, at least thirty (30) days prior to the Annual Executive Council meeting and as included in the final agenda for the meeting.
- 11.4. The National Selectors shall be:
 - 11.4.1. The Secretary of the Federation appointed in accordance with the provisions of Clause 7.1.2.3 or, in his absence or disqualification, the Vice Chairperson appointed in accordance with the provisions of Clause 7.1.2.2, failing which a suitably qualified person nominated by the Management Committee, none of whom shall have a vote but shall ensure the selection process is conducted in accordance with the directives issued by the Executive Council.
 - 11.4.2. Three (3) persons elected by the Executive Council, from nominations received in writing and as included in the final agenda for the Annual Executive Council meeting.
 - 11.4.3. National Squad Manager if elected in terms of Clause 11.3.

Criteria of a Selector

- 11.5. Any person entitled to election as a Selector shall:
 - 11.5.1. Be a member in good standing of the Federation; and
 - 11.5.2. Not have a vested interest in any of the possible squad members; and
 - 11.5.3. Not be in contention for inclusion in the squad himself.

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(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Criteria of a Selector (cont)

- 11.6. The selection Committee shall be elected by majority vote at the Annual Executive Council meeting and shall serve until the following Annual Executive Council meeting, provided that a selection process is not in progress at the time of the Annual Executive Council meeting.
- 11.7. All members of the Selection Committee shall be eligible for re-election.

Vacancies on the Selection Committee

- 11.8. Should any member of the Selection Committee become incapable for any reason (including in terms of Clause 11.5) to discharge his duties, the Management Committee shall appoint a replacement, subject to ratification by the Executive Council at the next Executive Council meeting.

Quorum and Conduct for Selection Committee Meetings

- 11.9. On completion of the final selection match, the Secretary will convene a meeting of the National selectors in order to verify the selection of a National squad.
- 11.9.1. If all the members of the applicable Selection committee will be in attendance at the final selection match, then the meeting will be convened as soon as the match is complete, failing which such meeting may take the form of an electronic meeting (email or SKYPE).
- 11.9.2. In the event of an electronic meeting, this must occur within five (5) days of completion of the final selection match.
- 11.10. If less than three-quarters ($\frac{3}{4}$) of the members of the National Selection Committee as referred to in Clause 11.4 are present, the meeting will be adjourned and rescheduled until such time as a quorum is present.
- 11.11. The member as referred to in Clause 11.4.1 shall ipso facto be the Chairperson of the Selection committee.
- 11.12. No person other than the Selectors shall be entitled to attend a meeting of the National Selection Committee.

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Voting at Meetings

11.13. The members of the Selection Committee as referred to in Clauses 11.4.2 and 11.4.3 shall have one (1) vote each.

11.14. In the event of an equality of votes, the person chairing the meeting shall have the casting vote in addition to his deliberate vote, if applicable.

11.15. Decisions taken by the National Selection Committee must be unanimous.

Minutes of Selection Committee Meetings

11.16. The Chairperson of the Selection Committee shall ensure that minutes are kept of all Selection Committee meetings.

11.17. The Selectors may, by majority vote, decide that certain parts of its deliberations shall be kept confidential to the Selectors in which event:

11.17.1. A resolution to that effect shall be duly passed and recorded in the minutes; and

11.17.2. Details of the confidential matter shall not appear in the said minutes; and

11.17.3. No member of the Selection Committee shall divulge to any other person, those parts of the deliberations which it has been decided shall be kept confidential.

Executive Council Directives

11.18. The Executive Council shall from time to time issue selection criteria directives to the Selection Committee, as contained in Annexure C of this Constitution and in accordance with this Constitution and the National Colours Code or applicable legislation.

11.19. The Executive Council shall be entitled from time to time to instruct the Selection Committee as to which potential members of a National squad are to be ineligible for selection on disciplinary grounds, and the Selection Committee shall abide by such instruction.

11.20. The Secretary of the Federation, as defined in Clause 7.1.2.3, shall ensure that the directives referred to in Clauses 11.18 and 11.19 above, are contained in Annexure C, which Annexure shall incorporate therein any amendments made thereto from time to time.

11.21. The Chairman of the Selection Committee shall, at every meeting of the Selection Committee hand to each Selector an updated copy of such selection directives.

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(as amended at the Council Meeting held at Pretoria on 20 June 2015)

12. DISCIPLINE

- 12.1. In exercising its discretion in terms of Clause 6.25, the Executive Council may appoint a Disciplinary Committee from within the ranks of the Federation, to act on its behalf.
- 12.2. For purposes of exercising its discretion in terms of Clauses 6.25.2 and 6.25.3, while individual members or a National squad are outside the borders of South Africa, the Executive Council may delegate disciplinary powers to such official(s) or member(s) who are themselves at the same event, as it deems fit under the circumstances, to act expeditiously on its behalf.
- 12.3. Before any disciplinary action is taken against any individual member or member organisation, such individual member or member organisation shall be given the opportunity to state his/its case, and to explain or defend himself/itself either in writing or verbally to the relevant disciplinary body as he/it may elect.
- 12.4. Any written submission must reach the Federation prior to the Disciplinary Committee being convened.
- 12.5. The disciplinary process will commence expeditiously, but no later than three (3) months after the alleged offense, failing which the alleged offense will lapse and be of no further effect.
- 12.6. Any member organisation or individual member whose membership has been terminated or whose affiliation/membership has been suspended has no claim against the Federation for reimbursement of any moneys paid.
- 12.7. Any member organisation or individual member against whom disciplinary action is taken by the Executive Council or any Disciplinary Body, to whom disciplinary powers have been delegated in terms of this Constitution, shall have a right of appeal in accordance with Clause 13.
- 12.8. Any Disciplinary Body appointed in terms of Clauses 12.1 or 12.2 shall report to the Executive Council in writing, on all matters attended to, and to furnish the Executive Council, with such explanation and/or information as the Executive Council may request within two (2) months of attending to said matters.

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(as amended at the Council Meeting held at Pretoria on 20 June 2015)

13. DISPUTE RESOLUTION

Grievance

- 13.1. Any member organisation or individual member of the Federation having a grievance shall have recourse as follows:
- 13.1.1. A written submission stating all relevant facts shall be made within fourteen (14) days of the occurrence giving rise to the grievance, to the Councillor nominated to represent the individual member or member organisation in terms of Clauses 7.1.1.2 or 7.1.1.3.
 - 13.1.2. The relevant Councillor shall submit this to the Secretary, who will distribute the details to the remaining Councillors within thirty (30) days of receipt thereof.
 - 13.1.3. A special Executive Council meeting shall be scheduled within sixty (60) days of the Secretary receiving such submission.
 - 13.1.4. If the grievance still exists following the decision of the Executive Council, the member organisation or individual member shall have recourse to Mediation / Arbitration in terms of Clause 13.2.

Mediation / Arbitration

- 13.2. Any dispute between the Federation and any member organisation or individual member, arising out of or in relation to this Constitution shall initially be referred to mediation, and in the event of the mediation being unresolved, shall be settled in terms of the Arbitration Act No.42 of 1965 as amended or any substitute legislation.

14. AMENDMENT OF THIS CONSTITUTION

- 14.1. This Constitution may only be amended by a two-thirds (2/3) majority of the votes of the Councillors present at an Annual Executive Council meeting or at a Special Executive Council meeting called for that purpose, of which due notice has been given.
- 14.2. The South African Revenue Services (SARS) and S.A.S.S.Co must be notified of all changes to the Constitution as accepted by the Executive Council at such Annual Executive Council meeting or Special Executive Council meeting.

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South African Practical Shooting Association

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15. DISSOLUTION OF THE FEDERATION

- 15.1. The Federation shall only be dissolved other than by operation of law, upon resolution by a two-thirds (2/3) majority of the votes of the Councillors present at a duly constituted Executive Council meeting.
- 15.2. Once a resolution of dissolution has been passed, the assets after debts and/or claims if any, have been satisfied will be lodged with S.A.S.S.Co.

16. INDEMNIFICATION

- 16.1. All officials and appointees of the Federation are hereby indemnified by way of the funds and property of the Federation against all losses, charges, costs, damages and other expenses and liabilities they may incur or be put to concerning or in connection with the execution of their respective duties as officers of the Federation and none of them shall be held liable for any act or default of the one or other of them or for deficiency or insufficiency of any title or security, nor shall they be liable for any loss occasioned or accident or damage which may happen or occur in the execution of their respective offices, or as a result thereof: provided, however, that any such loss, misfortune or damage was not occasioned by the male fide acts of such officer or through his wilful default or gross negligence.

Signed on this _____ day of _____ at _____

Secretary

Chairperson

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South African Practical Shooting Association
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Annexure A – Rights and benefits of membership

1. The rights and benefits of membership, as referred to in Clause 6.15 are:
 - a. Privileges of membership in respect of firearms ownership, except as referred to in Clause 6.15.1
 - b. Insurance cover as applicable
 - c. Access to targets and related items as applicable
 - d. Selection to a national squad to represent the Federation in any Practical Shooting event, whether as an individual or as part of a team, and whether inside or outside the Republic of South Africa, and whether or not National Colours are to be awarded
 - e. Title of national Champion
 - f. Access to safety and skills instruction in accordance with current I.P.S.C rules, as applicable.

2. These rights and benefits of membership are subject to the residency requirements as contained in Clause 2.3.28 of this Constitution.

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South African Practical Shooting Association
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Annexure B – Reimbursement of expenses

1. Committee members will be reimbursed for attendance at any duly constituted meeting of the Federation, as determined by the Executive Council from time to time.
2. Members will be reimbursed for any additional expenses incurred in the execution of their duties as approved either by the Executive Council or the Management Committee, from time to time.
3. Reimbursement will be subject to the member completing the relevant claim form and producing the relevant documentation in support of the claim.
4. Expenses will be reimbursed at a rate as determined by the Executive Council from time to time, and as reflected in the Minute Book.

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Annexure C – Executive Council directives relating to selection of a National or Federation squad

1. The selection of a National or Federation squad, selected to represent the Federation in any Practical Shooting event, whether inside or outside the Republic of South Africa, and whether or not the selected members of the squad are to be awarded National Colours, will be done in accordance with the current Policy document relating to Selection Criteria and Process.
2. Selection matches will be as determined by the Executive Council from time to time.

CONSTITUTION

South African Practical Shooting Association

(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Annexure D – Sub-committees / co-opted members appointed by the Executive Council

At each Annual Executive Council meeting, the Executive Council will appoint members to the following sub-committees and/or co-opted members, from nominations submitted by Councilors:

- a. National Selection Committee consisting of five (5) members as referred to in Clause 11.4
- b. Handgun Course of Fire Vetting Committee consisting of a minimum of three (3) members
- c. 3-gun Course of Fire Vetting Committee consisting of a minimum of three (3) members, which committee will also vet Courses of Fire for Rifle and Shotgun, if individual matches are held
- d. Endorsement Letter Approval Committee consisting of a minimum of three (3) members
- e. S.A.S.S.Co Representative
- f. Legal Liaison Officer
- g. Webpage Editor
- h. National Squad Manager as applicable in terms of Clause 11.3.

CONSTITUTION
South African Practical Shooting Association
(as amended at the Council Meeting held at Pretoria on 20 June 2015)

Annexure E – Executive Council directives relating to the allocation of sponsorships received

1. Sponsorship Allocation Committee

- 1.1. The Sponsorship Allocation Committee shall consist of the Chairperson, Secretary and Development Officer, and each shall have one vote.
- 1.2. In the absence of the Chairperson, the Vice Chairperson shall replace him and chair the Sponsorship Allocation meeting.

2. Sponsorship Allocation Criteria

- 2.1. In the event that a sponsor stipulates the requirements of an allocation, these stipulated requirements shall be adhered to.
- 2.2. Failing which, the Sponsorship Allocation Committee shall use the most appropriate means in order to most equitably allocate the sponsorship amongst the members.
- 2.3. Whilst this is not intended to be prescriptive, the Sponsorship Allocation Committee may make use of the national logs to assist in deliberations, and/or any known prevailing circumstances.
- 2.4. The desired outcome is to ensure a transparent, fair and equitable process.
- 2.5. All allocations will be reported to the Executive Council.

3. Contractual Obligations in respect of firearms

- 3.1. Any member receiving sponsorship of a firearm shall sign a contract in respect of Usage and performance, which contract shall be valid for a period of two (2) years.
- 3.2. During this period, the firearm shall be licensed to the member.
- 3.3. Should the member not fulfil any of the contractual requirements, the Federation reserves the right to withdraw the firearm and reallocate to another member, subject to the same conditions.