



The South African Air Rifle Federation (Also referred to as SAARA) CONSTITUTION

Adopted at a Special General Meeting held on 26 March 2005, and amended on the following dates:
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ARTICLE 1 - DEFINITIONS

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

- 1.1 **Affiliate** - to adopt as a member of a branch, or to become closely connected, or to associate.
- 1.2 **Agenda** - things to be done - order of business.
- 1.3 **Amendment** - an alteration made, or proposed to be made, in the terms or wording of a motion submitted to a meeting for adoption - also a motion proposed instead of, or in opposition to, another motion.
- 1.4 **Associate member** - see the definition of "member".
- 1.5 **Casting vote** - a vote given to the presiding officer at a meeting for the purpose of avoiding a deadlock which could otherwise ensue when the numbers voting on either side of a motion are exactly equal.
- 1.6 **Chairman** - the occupier of a chair of authority - the person chosen to preside over a meeting and conduct its proceedings.
- 1.7 **Committee** - an individual, or a body of persons, delegates for a particular duty, or who have taken upon themselves to perform a duty in the expectation of their act being confirmed by the body for whom they profess to act or represent - the Executive Committee of SAARA, constituted as is provided for in this Constitution.
- 1.8 **District** – a demarcated region in a Province as promulgated by the relevant Province.
- 1.9 **Division** - a detailed account of those for and against a motion by the tellers appointed by the Chairman for each side of the proposal.
- 1.10 **Due notice** - a written notification dispatched by post to the last registered address of the person concerned at the commencement of the period of notice required.
- 1.11 **Gathering** - any gathering, concourse, procession in, through or along any place, of any number of persons, having a common purpose, whether such purpose is lawful or unlawful.
- 1.12 **General Meeting** - a General Meeting of the members of SAARA, lawfully constituted and acting in accordance with its Constitution.
- 1.13 **Guillotine** - a form of closure under which certain specified sections of a motion under debate are allowed specific periods of time for discussion. At the expiration of the allotted time, the "guillotine" is applied and debate automatically stops, and any amendments to the section of the motion concerned are immediately voted upon.
- 1.14 **Honorary member** - see the definition of "member".
- 1.15 **Interrupting motion** - a device for securing a speedy decision on a point or question that has been sufficiently discussed for a specified time - introduced for the purpose of preventing obstructions on the part of determined minority, who by protracting discussions, could effectively prevent the business of any meeting being carried out.
- 1.16 **Kangaroo** - where the Chairman of the Committee formed to discuss a motion before the Committee or before a General Meeting of SAARA, is empowered to select some of the more important amendments and/or motions and to exclude others of less importance which in effect are "jumped" over.



- 1.17 **Male** - shall include female and vice versa, unless specifically otherwise provided for.
- 1.18 **Last registered address** - the address appearing on the application form or any such other address as having been given written notice of to the Secretary General of SAARA.
- 1.19 **Meeting** - a gathering or assembly of a number of people for purposes of intercourse, entertainment, discussion, regulating, and deciding upon any one or more issues involving the interests of SAARA, the coming together of two or more persons for the transaction of business of common interest concerning SAARA.
- 1.20 **Member** -
- Associate member** consisting of any natural or legal person not being a permanent or ordinary member, and being a person or body whose privileges are in some degree restricted, and his subscription to SAARA, may be correspondingly adjusted, or to whom SAARA facilities are made available by reason of his or its membership to some affiliated body or association;
- Honorary member** consisting of the Patron and the Honorary Vice Chairman's of SAARA, elected by SAARA, in a General Meeting from time to time (in the event of such persons not already being ordinary members); or person(s) nominated and seconded by permanent members for outstanding dedication or achievements in Air Rifle Shooting.
- Ordinary member** consisting of individual natural persons who are members of SAARA Provinces, Districts, Clubs and/or Associations which are affiliated to the permanent members described in this Constitution and who pay the full Subscription as laid down by SAARA each year.
- Permanent member** - which shall be the single properly constituted federation per province affiliated to SAARA. The permanent member shall represent all SAARA members and other properly constituted Provincial Associations and other affiliated air rifle associations representing such areas and groups or shooters as SAARA, within the geographical area boundaries of the province as defined by the Constitution of the Republic of South Africa. All exceptions of the regions not conforming to the provincial boundaries shall be approved by the SAARA Council.
- District, Club and Association member** - which shall consist of properly constituted organizations which conform to the regulations laid down from time to time by SAARA and who pay a yearly subscription as laid down by SAARA each year and which is affiliated to a Permanent member described in this Constitution.
- 1.21 **Minutes** - essentially a record of things done and the decisions reached at a meeting - minutes are not intended to be a verbatim account of the proceedings, and are only prima facie evidence of what was resolved or transacted.
- 1.22 **Motion** - strictly a proposal moved at the meeting, which, when agreed to, or resolved upon, becomes a resolution. The word motion and resolution are not synonymous.
- 1.23 **Officer** - any individual appointed by the Executive Committee of SAARA to manage the affairs of SAARA or any manager, principal, officer, treasurer, secretary, clerk, or other agent or employee of SAARA, but not an auditor.
- 1.24 **Office-bearer** - a member of the Executive Committee of SAARA
- 1.25 **Point of Order** - an appeal to the Chairman for his ruling on a matter concerning the conduct or a meeting.
- 1.26 **Permanent member** - see the definition of "member".



- 1.27 **Proxy** - an authority given to another member of the federation who is in good standing. Such proxy must be in writing and signed by both members. The Proxy must have a detailed description on particular items of the authority given. Proxy votes will only be allowed to permanent members at council meetings.
- 1.28 **Quorum** - the minimum number of members of a body required to be assembled to establish legal competence for the transaction of business.
- 1.29 **Resolution** - a formal and binding decision, determination or expression of opinion on the part of a meeting.
- 1.30 **Ordinary resolution** - a resolution carried by a majority of the votes cast by the members present and voting, or in the event of equality of votes, carried by the casting vote of the Chairman.
- 1.31 **Special resolution** - a resolution carried by a specified majority of votes in a meeting - such majority to be a two-third majority of a quorum.
- 1.32 **Reckoning of the number of days** - days shall be reckoned exclusively of the first and inclusively of the last day, unless the last day happens to fall on a Sunday or any public holiday, in which case the time shall be reckoned exclusively of the first day and also exclusively of every such Sunday or public holiday, but inclusively of the first business day thereafter.
- 1.33 **Regulations** - the rules by which the functions of SAARA are to be operated - Rules that are resolved upon by the Executive Committee.
- 1.34 **Service by post** - in all transactions of SAARA, where any document is required to be served by post, or authorised to be served by post, upon any member of SAARA or upon any Club, Province or Association, service shall be deemed to be effected by properly addressing, pre-paying, and posting a registered letter containing that document or notice, to the said member, Club, Province or Federation, at his/its last registered address.
- 1.35 **Singular** - shall include the plural and vice-versa, unless specifically otherwise provided for.

ARTICLE 2 - NAME:

The name of the federation shall be SOUTH AFRICAN AIR RIFLE FEDERATION (hereinafter referred to as SAARA). It is a non-profit sport organisation with clear objectives to promote air rifle shooting in South Africa.

ARTICLE 3 - AFFILIATION:

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

ARTICLE 4 - OBJECTS:

The principal objects of SAARA shall be:

- 4.1 To establish, practice, promote and encourage the sport of Air Rifle Shooting throughout South Africa in accordance with such rules nationally or internationally, which may, from time to time, apply and which, by ordinary resolution, the members of SAARA, or the Executive Committee, may decide to apply;
- 4.2 To supervise and control the establishment of Air Rifle Shooting ranges in conformity to international and national standards;



- 4.3 To supervise and hold under its auspices competitions and championships on provincial, inter-provincial, national and international level for Air Rifle Shooting;
- 4.4 To consider, resolve upon, and issue rules and regulations in terms of this Constitution in regard to the practice of Air Rifle Shooting and matters associated therewith;
- 4.5 To arrange international shooting competitions between representatives of South Africa and representatives of foreign countries;
- 4.6 To represent the interests of Air Rifle Shooting in South Africa at national and international forums at the discretion of the Executive Committee of SAARA;
- 4.7 To create or adopt any rules which may be appropriate or necessary for conducting Air Rifle Shooting;
- 4.8 To disseminate information relating to Air Rifle Shooting;
- 4.9 To affiliate to or otherwise associate with any body with objects similar to those of SAARA;
- 4.10 To create such offices, rules and regulations as may be necessary for the conduct of its affairs from time to time;
- 4.11 To invest and re-invest and realise investments;
- 4.12 To carry on any business calculated to further the objects of SAARA;
- 4.13 To open, close and operate any banking account, building society account or the like account;
- 4.14 To lend funds belonging to SAARA to and for any object calculated to advance the objects of SAARA;
- 4.15 To borrow monies and to give security therefore;
- 4.16 To deal in any manner in movable or immovable property in the cause of advancing the objects of SAARA;
- 4.17 To remunerate any officer or employee for services rendered or to be rendered;
- 4.18 To perform any act or to sign any document necessary to carry out any of the objectives of SAARA;
- 4.19 To engage such advisors as may be necessary from time to time;
- 4.20 To employ employees;
- 4.21 To enter into any agreement for the benefit of SAARA;
- 4.22 To award Federation colours and apply for Confederation and National (Protea) colours as appropriate;
- 4.23 To discipline members;
- 4.24 To select teams to represent South Africa;
- 4.25 To cancel or suspend membership;
- 4.26 To perform any act authorised by this Constitution;



- 4.27 To consider applications for membership of SAARA and to either approve or refuse applications, in its sole discretion, which decision shall be final and binding.
- 4.28 To work in the closest possible harmony with the South African Shooting Sport Confederation.

ARTICLE 5 - COLOURS:

- 5.1 SAARA shall, from time to time, upon resolution by the Executive Committee of SAARA, award Federation colours and apply for Confederation and National (Protea) colours as appropriate to such shooters as had complied with such rules and regulations and conditions as may from time to time be issued by the Council of SAARA;
- 5.2 The colours which may be so awarded or applied for, shall be subject to such rules and regulations as the Executive Committee of SAARA, may, from time to time decide.
- 5.3 The Executive Committee of SAARA shall ensure that such colours are registered and protected.

ARTICLE 6 - LEGAL CAPACITY:

- 6.1 SAARA shall have legal personality and may sue or be sued in its own name, properly represented by its members or officers or office-bearers, as set out in this Constitution.
- 6.2 The Executive Committee of SAARA shall be entitled by special resolution to appoint any member of SAARA to sign all documents and take all steps necessary to institute action or proceedings or defend any action or proceedings instituted against SAARA, in any Court of Law or in any forum in the Republic of South Africa or elsewhere, and such resolution shall be minute and reduced to writing and be signed by the Secretary General and President of the Executive Committee of SAARA, to do such things as is contemplated by this Article.

ARTICLE 7 – JURISDICTION:

- 7.1 SAARA shall be entitled to carry on its business and to further its objects in the Republic of South Africa, as constituted from time to time, or in any foreign country.

ARTICLE 8 - MEMBERSHIP:

SAARA shall have the following classes of members:

- 8.1 Associate members;
- 8.2 Honorary members;
- 8.3 Ordinary members;
- 8.4 Permanent members.
- 8.5 Provincial, District, Club or Association members

ARTICLE 9 - GENERAL MEETINGS:

- 9.1 The members of SAARA shall hold an Annual General Meeting in the course of each Calendar year upon 21 days due notice being given, preferably at the first Open of the year;
- 9.2 The date for such Annual General Meeting shall be a date considered suitable by the Executive Committee of SAARA, and approved by the President;
- 9.3 The venue of such Annual General Meeting shall be at the discretion of the Executive Committee;
- 9.4 At such Annual General Meeting of SAARA the following matters shall be dealt with:
- 9.4.1 Consideration and adoption or rejection of the Minutes of the immediate previous Annual



General Meeting of SAARA with or without amendment;

- 9.4.2 The annual report by the President;
- 9.4.3 Consideration and adoption or rejection of the annual financial statements for the preceding financial year, and all other financial matters;
- 9.4.4 Election of the Executive Committee members at the end of their term. Such members shall be nominated and voted for by permanent members at the appropriate Annual General Meeting as described in par. 9.5 (Ref. Par11.1)
- 9.4.5 Any other contingency of which any permanent member had given notice to the Secretary General of SAARA in writing, during the course of the year preceding the date of the Annual General Meeting: provided that such notice be given no less than 14 (fourteen) days prior to the date of such Annual General Meeting;
- 9.4.6 To conduct and conclude any such other business as may be transacted at an Annual General Meeting, or such matters as may be allowed by the Chairman to be discussed and resolved upon;
- 9.4.7 Voting upon all motions at an Annual General Meeting of SAARA shall be effected by a show of hands, alternatively by private written ballot, as the Chairman may, in his discretion direct.
- 9.5 Each proposal for the election of a person as contemplated in this Constitution at an Annual General Meeting of SAARA shall be made by a permanent member, and be seconded by another permanent member in good standing.
- 9.6 Only permanent members in good standing as per article 25 shall have a vote for election of Executive Committee members at Annual General Meetings and only SAARA Council shall have a vote at any Annual or Special General Meeting, except election of Executive Committee members.
- 9.7 Each permanent member shall be entitled to nominate person/s to represent it at such Annual General Meeting of SAARA as described in par. 25.1
- 9.8 The representatives of 4 (four) permanent members shall constitute a quorum.
- 9.9 If a quorum is not present within thirty minutes of the time laid down for the Annual General Meeting in question, then such meeting shall stand adjourned for a period of between fourteen and twenty-one days, as directed by the Chairman, when it shall be held upon not less than seven days' due notice to those persons entitled to receive notice of the adjourned meeting. Such persons as may be present at the adjourned meeting shall then constitute a quorum of the Annual General Meeting of SAARA
- 9.10 The President of SAARA shall preside as Chairman at each Annual General Meeting where he shall have a casting vote. If, for any reason, the President of SAARA is unable to take the Chair then one of the Vice Presidents, or failing him, any nominated member of the Executive Committee by the Executive Committee shall preside as Chairman provided that such substitute Chairman shall have NO casting vote.

ARTICLE 10 - SPECIAL GENERAL MEETINGS OF SAARA

- 10.1 A Special General Meeting of SAARA may be called by:-
 - 10.1.1 The President; or
 - 10.1.2 Resolution of EXCO; or
 - 10.1.3 Any permanent member



- 10.2 Any permanent member or permanent members wishing to call a Special General Meeting shall be obliged to advise the Secretary General of SAARA in writing of such intention and shall furnish the Secretary General with such details of the subject matter of the proposed business to be transacted, so as to allow members of SAARA to identify the object of such meeting.
- 10.3 The Secretary General of SAARA shall upon receiving such notice, give due notice, in collaboration with the President of SAARA of such Special General Meeting to be held, which notice shall be given not less than fourteen days to all permanent members.
- 10.4 The accidental omission of giving due notice to any permanent member of any matter concerning SAARA shall not in any way invalidate or adversely affect any meeting or decision held or taken in the absence of such member or members.
- 10.5 No proceeding of SAARA or any of its committees shall be invalidated by reason of the fact that any official who participated in that proceeding was wrongly elected or nominated as a result of a bona fide error.
- 10.6 At all Annual General Meetings and Special General Meetings of SAARA, resolutions shall be passed by a majority of votes, by Council members, as described in this Constitution.

ARTICLE 11 - TERMS OF OFFICE

- 11.1 Every office bearer elected by the General Meeting of SAARA shall hold office for a term of three years.
- 11.2 No non-committee members or officers shall have a vote at Executive Committee Meetings.
- 11.3 Any office-bearer elected by the General Meeting of SAARA shall be eligible for re-election at the appropriate Annual General Meeting for a further term of office.

ARTICLE 12 - DISCIPLINARY RULES

- 12.1 Notwithstanding anything to the contrary contained herein the Executive Committee of SAARA may receive and consider any written complaint with reference to the conduct and or omission of any ordinary member or other member (hereinafter the "Member");
- 12.2 Such a complaint shall be in writing and shall contain a detailed description of the conduct and/or omission complained of;
- 12.3 The Executive Committee shall upon receipt of the complaint, notify the Member of such a complaint in writing, and provide the Member with a copy of the complaint;
- 12.4 The Member shall have the right to ask for further particulars with regards to the complaint within seven days after receipt of such a complaint by the Member,
- 12.5 If the Member avails himself or herself of this right to ask for further particulars, such particulars shall be given by the Executive Committee within seven days after receipt of the request for further particulars;
- 12.6 The Member may then within seven days furnish the Executive Committee with a detailed explanation with regards to the complaint;
- 12.7 Upon receipt of the explanation and in any event no later than fourteen days after the further particulars had been furnished, the Executive Committee shall
 - 12.7.1 formulate charges against the Member, or
 - 12.7.2 dismiss the complaint, andshall notify the Member forthwith of the Executive Committee's decision;



- 12.8 In the event that the Executive Committee decides to formulate charges against the Member, the Executive Committee shall furnish the Member with a copy of the charges within seven days of so deciding;
- 12.9 The Member shall within seven days after receipt of the charges plead to the said charges, and give a detailed explanation of the plea;
- 12.10 In the event that the Member does not furnish the Executive Committee with such a plea and a detailed explanation, the Executive Committee may, on the evidence before it, decide to refer the matter to a sub-committee for a decision;
- 12.11 If the Member does furnish the Executive Committee with a plea, the Executive Committee may in its discretion refer the matter to a sub-committee for a disciplinary hearing if the Executive Committee is of the opinion that a disciplinary hearing is warranted by the circumstances or it may refer the matter to a sub-committee for a decision on the evidence available;
- 12.12 The Executive Committee shall summons the Member to appear before a disciplinary hearing, and at the same time notify the Member of the date and venue of the disciplinary hearing, which date shall not be less than seven days and not more than twenty one days after the date on which the plea was to be furnished or was indeed furnished;
- 12.13 The terms of reference of such a said sub-committee shall be clearly stipulated in writing and shall be furnished to the Member at the same time as the notice referred to in 12.12 above;
- 12.14 The Executive Committee shall appoint the members of the sub-committee;
- 12.15 The chairman of such a committee shall be elected by a majority of the members of such a sub-committee and any decision shall be taken on a majority of the votes, and in the event of a deadlock, the Chairman shall have a casting vote;
- 12.16 No legal representation shall be allowed at any disciplinary hearing. However the Member may elect an ordinary member to represent him or her. Likewise, the Executive Committee may appoint an ordinary member to represent the Federation;
- 12.17 If there is no appearance by the Member at the time and place appointed for the disciplinary hearing, the matter shall be decided in the Member's absence on the evidence available;
- 12.18 The Member shall be notified forthwith of the sub-committee's decision and the reasons therefore in writing;
- 12.19 In the event of the sub-committee finding the Member guilty, the sub-committee shall allow the Member sufficient opportunity to address the sub-committee at the disciplinary hearing or to furnish the sub-committee with written arguments on mitigation, which written arguments shall be furnished within seven days after the Member has been informed of the sub-committee's finding;
- 12.20 Such a sub-committee who finds a member guilty of misconduct may, regard being had to the nature and seriousness of the conduct complained of:
- 12.20.1 warn such a member to desist from such conduct as gave rise to the complaint; or
 - 12.20.2 suspended such a member for such a time and subject to such conditions as the sub-committee in its discretion may decide; or
 - 12.20.3 terminate such a member's membership; or
 - 12.20.4 report the conduct of the Member to the relevant Government Authority/ies; or
 - 12.20.5 impose a fine; or
 - 12.20.6 reprimand such a member; or
 - 12.20.7 deal with such a member as it deems fit, which may include a combination of the above where such combination is possible.



- 12.21 In the event of the Member being found guilty, the Member may within seven days of being notified of the finding and the reasons therefore, appeal to the Executive Committee in writing and at the same time furnish detailed grounds for the appeal and pay an appeal fee of R250,00;
- 12.22 The Executive Committee shall, when receiving such an appeal, have the right to:
- 12.22.1 uphold such an appeal;
 - 12.22.2 dismiss such an appeal;
 - 12.22.3 uphold or dismiss in part such an appeal;
 - 12.22.4 set aside any part of the finding or order including the sentence passed, issued by the sub-committee;
 - 12.22.5 replace any order or finding including the sentence passed, of the sub-committee with its own order or finding.
- 12.23 In the event of the appeal being wholly successful, the appeal fee of R500,00 shall be refunded to the Member.
- 12.24 Documents in this article shall be deemed to have been properly served if faxed or posted by registered post to the number or postal address of the Member as it appears in the Association's records.
- 12.25 Should the Member intentionally or otherwise fail to follow the disciplinary procedures outlined in this Constitution or fail to comply with any of the time limits herein, the Member shall be deemed to be in serious breach of this Constitution. This Constitution does not preclude the Member from enforcing any right that he or she may have in a court of law, but the member shall exhaust all internal remedies before doing so.
- 12.26 Any Member who has Disciplinary procedures instituted against him or her in accordance with clause 12.7.1 shall be suspended from participating in any SAARA sanctioned event for the duration of the disciplinary procedure and until such time as the procedures are terminated.
- 12.27 Any Member who has Disciplinary procedures instituted against him or her may not represent SAARA, or be the Member's Permanent Member, on any form of committee, sub-committee or any other body created by the SAARA Executive Committee until such time as the procedures are terminated.
- 12.28 The EXCO and/or Council may also lodge a complaint in terms of Art. 12 against any member.

ARTICLE 13 – MEMBER GRIEVANCE PROCEDURE

- 13.1 The member must put in writing the nature of the complaint and send this by registered mail to the SAARA Secretary General. Alternatively, the complaint could be sent by email or fax, but the onus is on the member to ensure that the SAARA Secretary General receives the email or fax.
- 13.2 The member must accompany the complaint with a fee (to be determined by the Executive Committee) in order to lodge the complaint. If payment is to be made by bank transfer, a copy of the transfer confirmation should be sent to the SAARA Secretary General. Should the complaint be upheld, then the fee will be refunded.
- 13.3 Unless sending documentation and payment by registered mail, the onus is on the member to ensure that the SAARA Secretary General has received the complaint and the payment.
- 13.4 SAARA must acknowledge receipt of the complaint within 7 working days of the receipt of the registered letter or confirmation that the complaint was received via email or fax.
- 13.5 The President of SAARA will then assess the complaint and decide whether or not he can handle the complaint himself. If he cannot resolve the complaint personally, the President must then send a copy of the complaint to all members of the SAARA Executive Committee for



their consideration.

- 13.6 If an Executive Committee Meeting is not scheduled within one month of receipt of the complaint, then the matter must be resolved via telephonic/ email discussion with the Executive within one month of receipt of the complaint.
- 13.7 If an Executive Committee Meeting is scheduled within one month of receipt of the complaint, then the matter will be placed on the Agenda for that meeting.
- 13.8 If the nature of the complaint is such that the member deems it acceptable that the matter could wait until the next Executive Committee Meeting then agreement should be obtained in writing from the member.
- 13.9 After full discussion and consideration by the SAARA Executive Committee, the decision will be sent to the member via registered mail. A copy of the decision may be sent by fax or email, but confirmation must be obtained that the member has received such fax or email.
- 13.10 If the complaint is upheld, the member will receive the complaints fee back.
- 13.11 If the complaint is not upheld, the member will forfeit the fee paid.
- 13.12 Upon receipt of the SAARA Executive Committee decision, the member may choose to accept or reject the decision.
- 13.13 Should the member reject the decision, then the member must notify the Executive Committee in writing via registered mail within 7 working days from receipt of the decision. The rejection notice may also be sent via email or fax, but the onus is on the member to ensure that the document is received by the SAARA Secretary General.
- 13.14 SAARA will then utilize the arbitration services of the Sport and Recreation SA.
- 13.15 This procedure does not preclude the member from exercising his/her SA constitutional rights or from recourse to the law, but all internal SAARA and Sport and Recreation SA procedures must be fully exhausted before doing so.
- 13.16 Should the member deviate from this grievance procedure the SAARA will automatically instigate disciplinary proceedings against the member under the grounds of 'unsportsmanlike conduct'.
- 13.17 The arbitrary threatening or implied threatening of legal action (whether verbal or written) without first utilising the dispute procedure, against SAARA or any of its categories of members, clubs, permanent members or affiliated federations will constitute a direct contravention of this grievance procedure and will be considered as 'unsportsmanlike conduct'. This will automatically invoke the disciplinary procedure as outlined in the SAARA Constitution, Article 12.

ARTICLE 14 – COMMITTEES

- 14.1 The day to day business of SAARA shall be conducted by an Executive Committee. The affairs of the Federation shall be vested and administered by the Council.
- 14.2 Each Permanent member and other Associations shall be entitled to nominate members to the SAARA Council.
- 14.3 The SAARA Council shall consist of;
 - a) President, 2 Vice-Presidents, Secretary General, Treasurer and Technical Director.



- b) A National Coach appointed by the Council.
- c) A High Performance Manager appointed by the Council.
- d) Athlete's Representative elected by the athletes.
- e) School Representative nominated by the recognized school association or in the absence of a recognized school association a School Representative appointed by Council.
- f) One Council representative from each Permanent Member which has 20 or less affiliated and fully paid up SAARA members and two Council representatives from each Permanent Member which has 21 or more affiliated and fully paid up SAARA Ordinary Members. In the absence of Council representative/s from a Permanent Member, the Permanent Member may nominate alternative representative/s in writing.
- g) In the event of any representative of the Council being unable to attend a meeting of the Council, that representative shall have the power to appoint by proxy a deputy who shall have full voting power and right of discussion.
- h) Only members of the Federation are eligible for office in the Council.
- i) Each member of the Council shall have a vote at council meetings. Also refer to clause 15.18.1 b.
- j) A quorum of the SAARA Council shall be constituted by the Chairman PLUS another two members of the Executive Committee PLUS representatives from at least 4 Permanent Members. Also refer to clause 15.18.1 c.

14.4 Other Committees:

- 14.4.1 The Executive Committee of SAARA may, from time to time, appoint such special committees to fulfil such functions, as the Executive Committee of SAARA deems fit and necessary.
- 14.4.2 Such committees shall within their terms of reference, conduct such business or perform such acts as it is instructed, and shall report on all findings made by it, to the Executive Committee of SAARA

ARTICLE 15 - POWERS, CONDUCT AND DUTIES OF THE EXECUTIVE COMMITTEE:

- 15.1 The Executive Committee shall have a President, 2 Vice-Presidents, Secretary General, Treasurer and Technical Director; elected at SAARA Annual General Meeting, as is provided for in this Constitution.
- 15.2 Each member of the Executive Committee is indemnified by SAARA against any loss which he may suffer as a result of any act or omission performed or omitted in good faith, in the conduct of the business or affairs of SAARA.
- 15.3 The powers of the Executive Committee shall be as described in this Constitution.
- 15.4 A quorum at any meeting of the Executive Committee shall be constituted by two thirds of the serving Executive committee members.
- 15.5 The President shall preside at all meetings of the Executive Committee of SAARA, provided that if the President is not available to preside, as contemplated herein, then one of the Vice Presidents shall preside at such meetings; provided further that should both the



President and Vice Presidents not be available to preside at any such meeting of the Executive Committee, the Executive Committee shall elect a Chairman from the office bearers amongst them, for the duration of such meeting. It is further provided that such substitute Chairman shall have no casting vote.

- 15.6 The Executive Committee shall have the right to appoint one or more persons to represent it at any meeting or on any committee of anybody or federation, whose activities are related to those of the objects of SAARA.
- 15.7 In the event of a meeting of the Executive Committee and/or Council of SAARA having been duly called and no quorum as provided for in this Constitution, be present within thirty minutes of the time appointed for that meeting, then such meeting shall stand adjourned for fourteen days or for such period as the President of SAARA may direct, whereupon such members present at such adjourned meeting, shall constitute a quorum.
- 15.8 Each meeting of the Executive Committee and/or Council shall be called on notice, of not less than ten days given to each duly nominated representative; save in respect of any such representative who has in writing to the Secretary General of SAARA waived such right to receive written notice.
- 15.9 Each committee or sub-committee appointed by the Executive Committee of SAARA shall have powers equal to those of the Executive Committee of SAARA, but subject to its terms of reference, and subject to an appeal in regard to decisions made by such committee or sub-committee to the Executive Committee of SAARA as provided for in this Constitution.
- 15.10 Executive Committee Meetings of SAARA shall be called by the Secretary General of SAARA giving due notice to the representatives who are sitting on the Executive Committee of SAARA.
- 15.11 Any such representative may waive in writing, the right to receive such due notice.
- 15.12 Due notice in this regard shall be given to the said representatives via e-mail or fax.
- 15.13 The Council may deal with all material relevant to SAARA and may pass resolutions in regard to such matters as are permitted by this Constitution.
- 15.14 All decisions made and/or resolutions properly passed by the Council of SAARA during any Council Meeting, properly convened, shall insofar as same may be authorised by this Constitution, be binding upon all members of SAARA.
- 15.15 At all Executive Committee and/or Council Meetings resolutions shall be passed by a majority of votes.
- 15.16 The Executive Committee of SAARA shall be authorised to consider applications for membership of SAARA and shall be empowered, from time to time, to consider the continued membership of any member of SAARA and may:
 - 15.16.1 resolve to approve an application for membership or to allow the continuation of a member's membership;
 - 15.16.2 resolve to refuse an application for membership, or to resolve to terminate the membership of any existing member.

The resolutions in the above regard shall be at the sole discretion of the Executive Committee of SAARA, and such decision shall be final and binding.

- 15.17 The Council of SAARA shall meet not less than twice in each calendar year.



15.18 DUTIES OF OFFICE BEARERS

- 15.18.1 **President**
- a) The President will convene and preside at meetings.
 - b) The President will have a deliberative vote at meetings and in the case of an equal vote shall have a casting vote.
 - c) The President will be substituted by a Vice-President in his absence.
- 15.18.2 **Vice-President (2)**
- a) A Vice-President will deputise for the President in his absence.
 - b) A Vice-President will convene and preside at Sub-Committee meetings for the President in his absence.
 - c) A Vice-President will have a deliberative vote at Sub-Committee meetings and in the case of an equal vote shall have a casting vote for the President in his absence.
 - d) A Vice-President will execute all duties as decided by the Executive Committee.
 - e) Vice-Presidents functions will be divided that one focus on the administration and the other one on the athletes of SAARA.
- 15.18.3 **Secretary General**
- a) The Secretary General will control and manage all administrative affairs.
 - b) The Secretary General will keep on record all copies of correspondence that the Chairman or a council member attends to in the name of The Association relating to Council matters.
 - c) The Secretary General will record the minutes of all Council meetings and circulate these to the members.
 - d) The Secretary General will record and furnish minutes of Annual General Meetings to all members to reach them not later than fourteen days prior to the next Annual general Meeting.
- 15.18.4 **Treasurer**
- a) The Treasurer will keep a complete set of books of all financial affairs.
 - b) The Treasurer will compile a Balance Sheet at the end of each financial year and submit an audited account to the Annual General Meeting or otherwise requested by the Council.
- 15.18.5 **Technical Director**
- a) The Technical Director together with the host Province will coordinate technical matters at the National Championships.
 - b) The Technical Director will keep a record of all scores put up during official competitions.
 - c) The Technical Director will maintain a good marking standard.
 - d) The Technical Director will make sure that the handbook relating to the Rules and Regulations is up to date and reflect the latest developments.
 - d) The Technical Director will obtain approval from SASSCo to host the National Championships
- 15.18.6 **National Coach**
- a) The National Coach will establish training programmes.
 - b) The National Coach will obtain approval of training programmes.
 - c) The National Coach will implement training programmes.
 - d) The National Coach will report back to the Executive Committee on training programmes.
 - e) The National Coach will assist with a development programme.
 - f) The National Coach will ensure that motivation and high standards are maintained.
 - g) Matrix



5.18.7

High Performance Manager

- a) The High Performance Manager will outline and conduct thorough athlete and coach talent identification programs.
- b) The High Performance Manager will implement performance measures and targets for our International athletes programs.
- c) The High Performance Manager will support the National Coach in the development of the strategic plan to ensure sustained success at the elite level.
- d) The High Performance Manager will lead and ensure anti-doping compliance.
- e) The High Performance Manager will lead International athletes' equipment and clothing standards.

5.18.8

Athlete's Representative

- a) The Athlete's Representative will act as a link between the athletes and Council on matters and issues relevant to athletes.
- b) The Athlete's Representative will promote respect of the rights of the athletes within the sport and draw up recommendations to that effect.
- c) The Athlete's Representative will promote high standards of sportsmanship and ethical performance when competing and participating.
- d) Reflect the views of the athletes and establish relationships to promote feedback to Council on matters concerning the athletes.

15.19 THE POWERS OF THE COUNCIL

- 15.19.1 The Council will be vested with the ownership, control and administration of all the assets of SAARA.
- 15.19.2 The Council may appoint sub-committees to deal with any particular matter. The decisions of these sub-committees will not be considered binding on the Council and all decisions will have to be ratified by the Council.
- 15.19.3 The Council will elect two delegates and one alternative to represent SAARA at Council meetings of the South African Shooting Sport Confederation.

ARTICLE 16 - AMENDMENT OF THE CONSTITUTION OF SAARA

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

- 16.1 Notice of the proposed amendment is given simultaneously with and to those persons entitled to receive notice of the meeting and
- 16.2 The notice of the proposed amendment shall contain a draft of the said amendment together with such motivation for the proposed amendment, as the proposer may wish to present to the General Meeting of SAARA in support of the motion for amendment; and
- 16.3 Not fewer than two thirds of those persons present and voting at such meeting vote in favour of the proposed amendment; and
- 16.4 Provided that, if notice of a proposed amendment to the Constitution of SAARA is given to be moved at an Annual General Meeting, for which the Secretary General of SAARA is bound in terms of this Constitution, to give due and proper notice, such notification must be given by the proposer, to reach the Secretary General of SAARA not later than (30) thirty days before the date of such Annual General Meeting; and
- 16.5 Provided further that in the event of notice of the proposed amendment is given to be moved at a Special General Meeting, such notice of amendment shall reach the Secretary General of SAARA not later than thirty (30) days before the proposed date for the Special General Meeting of SAARA.



ARTICLE 17 – ACCOUNTS

The Executive Committee shall appoint an officer to control its financial affairs to the satisfaction of the Executive Committee and to the satisfaction of SAARA's auditors.

ARTICLE 18 – AUDITORS

The Executive Committee shall appoint a firm of public accountants and auditors who shall audit SAARA's annual Financial Statements each year. SAARA's Treasure shall deliver draft annual financial statements to the auditors within one month of the close of each financial year.

ARTICLE 19 – ADMINISTRATION

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

- 19.1 A register of members.
- 19.2 A Minute book recording the business of Annual and Special General Meetings.
- 19.3 A Minute book recording the business of Executive Committee Meetings.
- 19.4 An adequate set of books of accounts.

ARTICLE 20 - APPLICATION FOR MEMBERSHIP

- 20.1 Applications for permanent and associate membership of SAARA shall be subject to the approval of the Executive Committee and to Article 15.16
- 20.2 Any person who is an ordinary member of any permanent member of SAARA shall automatically be a member of the latter upon paying the annual subscription applicable from time to time but subject to the provisions of Article 15.16
- 20.3 Each permanent member shall compel each of its ordinary members to pay the annual subscription aforesaid.

ARTICLE 21 - MEMBERSHIP FEES

The Executive Committee shall lay down the membership fee payable by each class of member from time to time. Members will be classed as unpaid members if the fees due are not received by the SAARA by the 31st January or before the first Open of the year in the year the fees are due. Payment to a SAARA registered club or any other third party does not constitute payment to SAARA.

ARTICLE 22 - TERMINATION OF MEMBERSHIP

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

- 22.1 Failure to pay the annual membership fee.
- 22.2 Failure to abide by the terms and conditions of this Constitution.
- 22.3 Bringing the sport of Air Rifle Shooting or SAARA into disrepute in any manner whatsoever.
- 22.4 Failing to abide by and to uphold any decision reached by the Executive Committee or the Council provided that nothing contained herein shall in any way prevent any member from raising objection to any such decision.



22.5 In the event of the membership of a member being terminated in terms of the provisions of this Constitution all membership fees paid will be forfeit.

ARTICLE 23 – RESIGNATION

Any member of SAARA may resign his membership on not less than three calendar months' notice in writing provided that he is in good standing at the time such notice is given.

ARTICLE 24 - PARTICIPATION IN COMPETITIONS

24.1 ONLY Ordinary and Dedicated members, as defined in Article 1.19 of this Constitution, may compete in any competition held under the auspices of SAARA and further provided that such members are in good standing at the time. It shall be the responsibility of each permanent member to secure payment for such members.

24.2 Associate members may NOT participate in any Competition held under the auspices of SAARA with the exception of:

24.3 Members in good standing of an Association similar in nature to SAARA may be permitted to participate in Competitions run under the auspices of SAARA. Proof of such membership must be submitted at the time.

ARTICLE 25 – VOTING

25.1 One Council representative from each Permanent Member which has 20 or less affiliated and fully paid up SAARA members and two Council representatives from each Permanent Member which has 21 or more affiliated and fully paid up SAARA Ordinary Members. In the absence of Council representative/s from a Permanent Member, the Permanent Member may nominate alternative representative/s in writing.

25.2 Proxy votes will not be allowed at General Meetings.

ARTICLE 26 - FINANCIAL YEAR

SAARA's financial year shall end on the 31st day of December each year.

ARTICLE 27 – AFFILIATION

Each permanent member shall provide the Executive Committee with such information about its affairs and its Constitution as may be called for from time to time.

27.1 The term South Africa shall be understood to mean: The Provinces as constituted by the Government.

27.2 A Province be sub-divided into Districts as proclaimed by the relevant Province.

ARTICLE 28 – AGENCY

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

ARTICLE 29 - HONORARY OFFICERS

SAARA may in a General Meeting appoint any one or more of the following honorary officers:

29.1 Honorary President and/or Honorary Life Members.



ARTICLE 30 – DISSOLUTION

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

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

ARTICLE 31 – GENERAL

No employee of SAARA may represent a permanent member at any meeting.

ARTICLE 32 - POWERS OF THE ANNUAL GENERAL OR SPECIAL GENERAL MEETINGS TO CONDONE CERTAIN ASPECTS

- 32.1 Upon good cause existing or being shown, an Annual General Meeting or a Special General Meeting of SAARA may in its discretion, by a two thirds majority of those present and voting, condone:
 - 32.1.1 Any non-compliance with any period specified by this Constitution in regard to notices to be given; and/or
 - 32.1.2 Any other matter or non-compliance with this Constitution; provided that such condemnation does not unreasonably or adversely affect the rights of any member in terms of this Constitution.
 - 32.1.3 Place a motion of no confidence in the Executive Committee, such motion shall be seconded. In the event of an opposing motion of confidence be proposed and seconded such a motion will be put to vote, a 2/3 vote in favour of such a motion of no-confidence is required to carry. If such a motion of no-confidence is carried, a temporary Chairman & Secretary will be put into place elected by the members present. A new Executive Committee will be voted for as described in par. 9.5.

ARTICLE 33 – THE COMPLETE CONSTITUTION

The foregoing constitution of SAARA is the complete constitution this constitution shall not be altered, added to or amended except as stated in Article 16 hereof.