

Constitution

**OUTENIQUA LUGGEWEER KLUB
OUTENIQUA AIRGUN CLUB**



**Affiliated with
George Sport Shooting Club &
South African Hunter Field Target Association**



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1. Name

The Association will be known as Outeniqua Airgun Club (hereinafter referred to as “OAC”).

2. Objective

Being a Club for the sport of Hunter Field Target shooting in the Garden Route and associated with George Sport Shooting Club (hereinafter referred to as “GSSC”), the objects of OAC are

- 2.1 To promote, encourage and support the sport of Hunter Field Target shooting.
- 2.2 To promote, encourage and support the safe and lawful use of air rifles.
- 2.3 To promote, encourage and support responsible behavior towards fellow participants, spectators and the environment in which Hunter Field Target shooting is conducted.
- 2.4 To work in the closest possible harmony with the South African Hunter Field Target Association (hereinafter referred to as “SAHFTA”), accepting the SAHFTA as the South African governing body for Hunter Field Target shooting.
- 2.5 To accept the role of protector and public relations agency in the furtherance of the sport and its projected image to the world at large.
- 2.6 To cooperate with and support any other shooting, sporting, or associated body on matters of mutual interest to achieve any of the foregoing objectives, but without such cooperation infringing in any way upon the independence of OAC or its members.

3. Administration

3.1 General

Subject to the matters set out below, OAC and its property shall be administered and managed in accordance with this Constitution by the members of the Committee of OAC (hereafter “Committee”).

Any changes to the Constitution may only be made by special resolution at a general or special meeting of OAC.

3.2 Financial year

The financial year of OAC is each period of 12 months ending on 31 December.

3.3 Management of Funds

OAC must open an account with a financial institution from which all expenditure of OAC is made and into which all of OAC's revenue is deposited. All funds of OAC must be deposited no later than 5 working days after receipt.

Subject to any restrictions imposed by a general meeting of OAC, the Committee may approve expenditure on behalf of OAC.

The Committee may authorise the Treasurer to expend funds on behalf of OAC (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.

All transfers, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments above the specified limit must be signed by two (2) committee members.

With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

3.4 Not for Profit Organisation

- a) OAC must not distribute any surplus, income or assets directly or indirectly to its office-bearers or members.
- b) Sub-rule does not prevent OAC from paying a member – reimbursement for expenses properly incurred by the member or for goods or services provided by the member.

3.5 Communication

No provision of the Constitution shall be interpreted in such a manner that it excludes the use of e-mail, conference call, video conference call, or other similar technological advance to achieve the goals of the Constitution.

3.6 Relationship with the George Sport Shooting Club (GSSC)

- a) OAC accepts and acknowledges the GSSC as its parent Club.
- b) OAC will function as a separate division within GSSC and will be separately administered in terms of this constitution.
- c) OAC will cooperate in full with GSSC on all matters regarding the administration of the sport.
- d) All members and affiliated shooters of OAC shall at all times remain subject to the administrative control and Code of Conduct of GSSC.
- e) All funds and property held by OAC shall be its exclusive funds and property and it shall not become the funds or property of GSSC.
- f) OAC shall not be liable for any obligation of GSSC, nor will GSSC be liable for any obligation of OAC.
- g) The totality of the stipulations and articles regulating the relationship with GSSC, including this article, may not in any way be amended, removed, changed or added to without the prior written approval of GSSC.

3.7 Relationship with the South African Hunter Field Target Association (SAHFTA)

- a) OAC accepts and acknowledges the SAHFTA as its parent association.
- b) OAC will function as a separate division within the SAHFTA and will be separately administered in terms of this constitution.
- c) OAC will cooperate in full with the SAHFTA on all matters regarding the administration of the sport.
- d) All members and affiliated shooters of OAC shall at all times remain subject to the administrative control and Code of Conduct of the SAHFTA.
- e) Articles 4.3 and 5.6 of the SAHFTA constitution will apply *mutatis mutandis* to OAC, its members and affiliated shooters.
- f) All funds and property held by OAC shall be its exclusive funds and property and it shall not become the funds or property of the SAHFTA.
- g) OAC shall not be liable for any obligation of the SAHFTA, nor will the SAHFTA be liable for any obligation of OAC.

- h. The totality of the stipulations and articles regulating the relationship with the SAHFTA, including this article, may not in any way be amended, removed, changed or added to without the prior written approval of the SAHFTA.

4. Membership

- 4.1 Membership of OAC shall be open to any who are committed by our constitutions to furthering the objectives of the club.
- 4.2 Application for membership of the club should be made to the secretary of OAC in writing, supported by signed copies of the constitution and membership application. The secretary shall submit such application to the committee, who will consider such application at its earliest convenience.
- 4.3 The committee may suspend or terminate the membership of any member providing that:
 - a) The member has been informed by the secretary of the club in writing of the proposed suspension or termination, and the reason therefore.
 - b) The member has the right to be heard by the committee and if desired be accompanied by a representative(s).
 - c) Any decision of the committee must be unanimous, any member of the subject Member having no vote in this instance.

5. Affiliation

- 5.1 Only persons registered as affiliated shooters with the club will be allowed to participate in league series matches or other Hunter Field Target matches hosted by, or on behalf of SAHFTA.
- 5.2 Application for registration as an affiliated shooter should be made to the secretary of SAHFTA.
- 5.3 Registration as an affiliated shooter is renewable annually.
- 5.4 Registration as an affiliated shooter is only open to members of member clubs of SAHFTA.
- 5.5 The registration fee and period for affiliation shall be determined by the committee annually.
- 5.6 Registration as an affiliated shooter may be suspended or terminated by the committee where registration fees have remained unpaid for a period of 3 months or the shooter has been subject to disciplinary action and convicted of a serious breach of the code of conduct.
- 5.7 The appeal process against any termination of registration of any member will be as determined by Section 2.8 and 2.9 of the Code of Conduct.

6. Annual General Meeting

- 6.1 An annual general meeting of OAC members will be held within 1 month after the end of each financial year.
- 6.2 The secretary of the committee shall call the members meeting on at least 21 days' notice, for a time and venue approved by the committee. Such notice and an agenda for the meeting shall be sent to each of the members.
- 6.3 The following business will be conducted at the general meeting:
 - a) Consideration and adoption or rejection of the minutes of the previous year's general meeting with or without amendment.

- b) Submission of an annual report from the Chairman.
- c) Consideration and adoption or rejection of the annual financial statements for the preceding financial year, including all other financial matters.
- d) Election of a committee.
- e) Any other contingency of which any member had given notice to the secretary of the committee in writing, during the course of the year preceding the date of the general meeting; provided that such notice be given no less than 7 days prior to the date of the general meeting.

6.4 Voting upon all motions at the general meeting shall be effected by secret ballot. Every club member shall have one vote on any resolution. Every resolution shall be decided by a majority of those present. Changes to the Constitution of the Club need to be approved by a 2/3 majority. In the case of a tied vote the chairman shall have a casting vote, which must be in favor of status quo.

6.5 The Chairman shall preside at the general meeting. If, for any reason, the Chairman is unable to take the chair the Vice-Chairman, or failing him, any nominated member of the Committee shall preside.

6.6 Nominations for election to the committee of the club must be made by club members of OAC in writing to the secretary of the committee not less than 7 days prior to the general meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by vote.

6.7 Copies of the minutes of the meeting shall be forwarded to all committee members and clubs members within one month of the meeting.

7. Special General Meeting

7.1 A Special General Meeting may be called by the Chairman or Secretary on 7 days' notice. Such notice and an agenda for the meeting shall be sent to each club member, and the members of the committee, stating the purpose of the Special General Meeting.

7.2 The Secretary shall be obliged to call a Special General Meeting if requested to do so in writing by 2 clubs members. Any written request for a Special General Meeting must state the purpose of such meeting.

7.3 Should elections be necessary, nominations must be made by clubs members in writing to the secretary of the committee prior to the start of the meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by vote.

8. Committee

8.1 The Committee shall consist of a Chairman, Vice-Chairman, Technical Officer, Secretary, Treasurer and Development and Liaison Officer.

8.2 All members of the committee shall be members of OAC and registered as affiliated shooters with SAHFTA and GSSC. No person under the age of 18 years shall be elected to the committee.

8.3 The committee shall be elected at the annual general meeting and shall hold office from the conclusion of the vote.

8.4 The committee shall retire from office during the next annual general meeting following their election, and may be eligible for re-election.

8.5 Members of the committee do not become liable for any of the obligations and liabilities of OAC, solely by virtue of their status as office-bearers of the club. Furthermore, office-bearers are not personally liable

for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the OAC.

8.6 A member of the committee shall cease to hold office if he or she:

- a) ceases to be a member of OAC, SAHFTA or GSSC; or
- b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs, or
- c) gives notice to the committee that he or she wishes to resign and a date from which he or she wishes that notice to be effective.
- d) is removed by special resolution at a Special General meeting.

8.7 The committee may in its discretion appoint additional non-voting co-opted members to the committee to fill any post deemed necessary. Any co-opted member must meet the requirements in section 8.3.

9. Duties of the Committee

The primary duties of the committee are to ensure that the constitution of OAC is upheld, oversee the activities of OAC and to make resources available to execute its duties.

The committee shall at all times act in the best interest of OAC and the sport of hunters field target shooting.

In furtherance of these duties the committee will adopt national shooting rules, adopt a code of conduct, publish an annual shooting calendar and record, publish and distribute competition results.

9.1 Chairman Duties

The Chairman shall take accountability for the execution of duties by the committee. Other duties are as set out below.

- a) The Chairman will convene and preside at meetings.
- b) The Chairman will have a vote at meetings and in the case of a tied vote shall have a casting vote.
- c) The Chairman will be substituted by the Vice-Chairman in his/her absence.
- d) The Chairman will ensure that the activities of individuals and committee shall not bring OAC into disrepute.
- e) The Chairman will ensure that all OAC business is done in line with the constitution.
- f) The Chairman will chair disciplinary actions against individuals.
- g) The Chairman will approve all official communication to members.
- h) The Chairman will seek and maintain affiliation on behalf of OAC with SAHFTA and GSSC, where it is in the clubs best interest.
- i) The Chairman will liaise directly with the SAHFTA and GSSC on behalf of OAC.

9.2 Vice-Chairman Duties

The vice-chairman shall abide by the guidelines stipulated below.

- a) The Vice-Chairman will act for the Chairman in his/her absence.
- b) The Vice-Chairman will convene and preside at sub-committee meetings for the Chairman in his/her absence.

- c) The Vice-Chairman will have a deliberative vote at sub-committee meetings and in the case of an equal vote shall have a casting vote for the Chairman in his/her absence.
- d) The Vice-Chairman shall ensure that a Code of Conduct is adopted and present written submissions to the committee for amendments to the Code of Conduct.
- e) The Vice-Chairman may assist other committee members where such a need arises.

9.3 Technical Officer Duties

The technical officer shall ensure that the Shooting Rules are in accord with SAHFTA and GSSC rules.

- a) The Technical Officer shall be responsible for ensuring that all matches hosted under the auspices of OAC are run in the spirit of the rules.
- b) The Technical Officer shall have the responsibility of match director during all league matches, other major hunters field target events and the National Trials.
- c) The Technical Officer shall adjudicate in all matters pertaining to the interpretation of the rules. The decision of the Technical Officer regarding the interpretation of the rules shall be final.
- d) The Technical Officer shall present written submissions to the committee for amendments to OAC Shooting Rules.

9.4 Secretary Duties

The secretary is the official mouthpiece for OAC.

- a) Only communication from the secretary will be accepted as a true reflection of decisions at OAC meetings.
- b) The Secretary will control and manage all administrative affairs.
- c) The Secretary will keep on record copies of all correspondence that the Chairman or a committee member attends to in the name of OAC.
- d) The Secretary will record the minutes of all committee meetings and circulate these to the members.
- e) The Secretary will record and furnish minutes of annual delegates meetings to all members to reach them not later than 30 days after the annual meeting.
- f) The Secretary will publish an annual shooting calendar listing all Provincial League Series matches and all other matches hosted by OAC.

9.5 Treasurer Duties

- a) The Treasurer will receive all monies on behalf of OAC and cause same to be deposited in the account of OAC.
- b) The Treasurer will keep a complete set of books of all financial affairs.
- c) The Treasurer will compile a financial statement at the end of each financial year and submit an account to the annual meeting or when requested by the committee.
- d) An annual budget must be presented to the annual meeting.
- e) The treasurer shall ensure that a bank account is maintained to manage the financial business of OAC.

- f) All requests for finances or financial assistance must be submitted in writing and must be accompanied by motivation for the need. These requests shall be presented to the committee for decision.
- g) Only the treasurer and another mandated committee member shall have signature rights for withdrawals from the bank account. The treasurer will have primary signing powers with the mandated committee member having secondary signing powers. In all cases these will be separate.

9.6 Development and Liaison Officer Duties

The Development and Liaison Officer shall actively seek opportunities to promote Hunter Field Target shooting in the Garden Route and where required, work closely with the chairman to liaise with other air rifle Organisations.

- a) The Development and Liaison Officer will organise display or demonstration shoots on behalf of OAC at commercial shows, schools and other venues.
- b) The Development and Liaison Officer may co-opt assistance from committee members where necessary.
- c) The Development and Liaison Officer shall actively seek opportunities to promote and introduce Hunter Field Target shooting.
- d) The Development and Liaison Officer shall actively seek sponsorship for the Club.

10. Dissolution

- 11.1** OAC can only be dissolved by special resolution at a General Meeting or Special General Meeting specifically called for that purpose.
- 11.2** A resolution to dissolve O A C must be carried by a 2/3 majority of all club members.
- 11.3** In the event of dissolution, the surplus assets (after the settlement of all debts and expenses) of OAC must not be distributed to any office-bearers, members or former members of OAC.
- 11.4** The surplus assets must be given to a body that has similar purposes to O A C and which is not carried on for the profit or gain of its individual members.
- 11.5** The body to which the surplus assets are to be given must be decided by special resolution.