CONSTITUTION

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1 Name

The Association will be known as the South African Field Target Airgun Association (hereinafter referred to as the “Association”).

2 Objective

Being the national governing body for the sport of field target shooting in South Africa, the objects of the Association are

2.1 To promote, encourage and support the sport of field target shooting.

2.2 To promote, encourage and support the safe and lawful use of air guns.

2.3 To promote, encourage and support responsible behaviour towards fellow participants, spectators and the environment in which field target shooting is conducted.

2.4 To encourage and assist the formation of new field target clubs in South Africa.

2.5 To work in the closest possible harmony with the World Field Target Federation, accepting the World Field Target Federation as the world governing body for field target shooting.

2.6 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.

2.7 To co-operate 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 co-operation infringing in any way upon the independence of the Association or its members.

3 Administration

3.1 General

a. Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this Constitution by the members of the Executive Committee of the Association (hereafter “Committee”).
b. Any changes to the Constitution may only be made by special resolution at a general or special meeting of the Association.

3.2 The financial year of the Association is each period of 12 months ending on 30 September.

3.3 Management of Funds

a. The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited. All funds of the Association must be deposited no later than 5 working days after receipt.
b. Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
c. The Committee may authorise the Treasurer to expend funds on behalf of the Association (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.
d. All transfers, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments above the specified limit must be signed by 2 committee members.
e. 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. The Association must not distribute any surplus, income or assets directly or indirectly to its office-bearers or members.
b. Sub-rule (a.) does not prevent the Association from paying a member –
    - reimbursement for expenses properly incurred by the member
      or
    - for goods or services provided by the member.

3.5 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.

4 Membership

4.1 Membership of the Association shall be open to properly constituted clubs who are committed by their constitutions to furthering the objectives of the Association, accept the Association as the national governing body of field target shooting in South Africa, and have at least 5 members registered as affiliated shooters or applying for registration as affiliated shooters with the Association.

4.2 Application for membership of the Association should be made to the secretary of the Association in writing, supported by copies of the constitution and membership list of the applying club, by the secretary of the club applying for membership. The secretary shall submit such application to the executive committee, who will consider such application at its earliest convenience. An application for membership may be submitted simultaneously with applications for registration of affiliated shooters.

4.3 The executive committee may suspend or terminate the membership of any club providing that:

a. The club has been informed by the secretary of the Association in writing of the proposed suspension or termination, and the reason therefore.
b. The club has the right to be heard by the executive committee and if desired be accompanied by a representative(s).
c. Any decision of the executive committee must be unanimous, any member of the subject Member Club having no vote in this instance.

5 Affiliation

5.1 Only persons registered as affiliated shooters with the Association will be allowed to participate in league series matches or other field target matches hosted by, or on behalf of, the Association.

5.2 Application for registration as an affiliated shooter should be made to the secretary of the Association.

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 the Association.

5.5 The registration fee and period for affiliation shall be determined by the executive committee annually.

5.6 Registration as an affiliated shooter may be suspended or terminated by the executive 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 Sect 2, point 8 and 9 of the Code of Conduct.

6 Annual Delegates Meeting

6.1 An annual general meeting of delegates (hereinafter referred to as the "delegates meeting") will be held within 1 month after the end of each financial year.

6.2 The secretary of the executive committee shall call the delegates meeting on at least 21 days' notice, for a time and venue approved by the executive committee. Such notice and an agenda for the meeting shall be sent to the secretary of each member club, and the members of the executive committee.

6.3 Each member club may nominate two of its members to represent the member club at the delegates meeting and vote on behalf of the club. A majority of member clubs shall constitute a quorum at the delegates meeting.

6.4 If a quorum is not present within 30 minutes of the time the Delegates Meeting was called for, then such meeting shall stand adjourned for a period of between 14 and 21 days, as directed by the Chairman, when it shall be held upon not less than 7 days' notice. Such members as may be present at the Adjourned meeting shall then constitute a quorum of the Delegates Meeting.

6.5 The following business will be conducted at the delegates meeting:

a. Consideration and adoption or rejection of the minutes of the previous year's delegates 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, and all other financial matters.
d. Election of an executive committee.
e. Any other contingency of which any member had given notice to the secretary of the executive committee in writing, during the course of the year preceding the date of the delegates meeting: provided that such notice be given no less than 7 days prior to the date of the delegates meeting.

6.6 Voting upon all motions at the delegates meeting shall be effected by secret ballot. Every member club shall have one vote on any resolution. Every resolution shall be decided by a majority of those present. Changes to the Constitution of the Association 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 favour of status quo.

6.7 The Chairman shall preside at the delegates 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.

6.8 Nominations for election to the executive committee of the Association must be made by member clubs of the Association in writing to the secretary of the executive committee not less than 7 days prior to the delegates meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by vote.

6.9 Copies of the minutes of the meeting shall be forwarded to all executive committee members and member clubs 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 the secretary of each member club, and the members of the executive 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 member clubs. 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 member clubs of the Association in writing to the secretary of the executive 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 Executive Committee

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

8.2 The Chairman of the executive committee may not serve on the committee of a member club.

8.3 All members of the executive committee shall be members of a member club and registered as affiliated shooters with the Association. No person under the age of 18 years shall be elected to the executive committee.

8.4 The executive committee shall be elected at the annual delegates meeting and shall hold office from the conclusion of the vote.

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

8.6 Members of the executive committee do not become liable for any of the obligations and liabilities of the Association, solely by virtue of their status as office-bearers of the Association. 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 Association.

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

a. ceases to be a member of a member club; 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 executive 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.

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

9 Duties of the Executive Committee

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

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

In furtherance of these duties the executive 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 executive 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, clubs, provincial bodies and the executive committee shall not bring the association into disrepute.
e. The Chairman will ensure that all the Association's business is done in line with the constitution.
f. The Chairman will chair disciplinary actions against individuals, clubs or provincial bodies.
g. The Chairman will approve all official communication to members, clubs and provinces.
h. The Chairman will seek and maintain affiliation on behalf of the Association with national and international organizations, where it is in the Association’s best interest.

i. The Chairman will liaise directly with the World Field Target Federation on behalf of the Association

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 executive committee for amendments to the Code of Conduct.
e. The Vice-Chairman may assist other executive committee members where such a need arises.

9.3 Technical Officer Duties

The technical officer shall ensure that the National Shooting Rules are in accord with World Field Target Federation rules.

a. The Technical Officer shall be responsible for ensuring that all matches hosted under the auspices of the Association 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 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 executive committee for amendments to the National Shooting Rules.

9.4 Secretary Duties

The secretary is the official mouthpiece for the Association.

a. Only communication from the secretary will be accepted as a true reflection of decisions at the Association's 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 an executive committee member attends to in the name of the Association.
d. The Secretary will record the minutes of all executive 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 delegates meeting.
f. The Secretary will publish an annual shooting calendar listing all Provincial League Series matches and all other matches hosted by the Association.

9.5 Treasurer Duties

a. The Treasurer will receive all monies on behalf of the Association and cause same to be deposited in the account of the Association.
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 delegates meeting or when requested by the executive committee.
d. An annual budget must be presented to the annual delegates meeting.
e. The treasurer shall ensure that a bank account is maintained to manage the financial business of the Association.
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 executive committee for decision.
g. Only the treasurer and another mandated executive 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 Officer Duties

The Development and Liaison Officer shall actively seek opportunities to promote field target shooting in South Africa and where required, work closely with the chairman to liaise with other air rifle organizations.

a. The Development and Liaison Officer will organise display or demonstration shoots on behalf of the Association at commercial shows, schools and other venues.
b. The Development and Liaison Officer may co-opt assistance from executive committee members where necessary.
c. The Development and Liaison Officer shall actively seek opportunities to promote and introduce field target shooting.

d. The Development and Liaison Officer hall actively seek sponsorship for the National Team.

9.7 Range Officer Liaison

The range officer liaison shall be responsible for the recruitment and training new and existing marshals and range officers.

a. The Range Officer Liaison shall be responsible for ensuring that all persons acting as either range officers or marshals at all league matches hosted under the auspices of the Association are fully trained and certified.
b. The Range Officer Liaison shall, in conjunction with the Technical Officer, prepare and maintain training manuals for marshals and range officers.
c. The Range Officer Liaison shall, in conjunction with the Technical Officer, set a standardised qualification test for marshals and range officers.
d. The Range Officer Liaison shall maintain a list of all qualified marshals and range officers.
e. The Range Officer Liaison shall actively seek both shooters and nonshooters to act as marshals and range officers.
f. The Range Officer Liaison shall act as range officer at all national and international matched hosted under the auspices of the association.

10 Provinces

10.1 Where 2 or more member clubs exist in a province, such province shall be entitled to a separate league series of matches, unless the best interest of the sport dictates otherwise.

10.2 Where the majority of member clubs in a province agree that it would be to the benefit of those member clubs and the sport of field target shooting, such clubs may form a provincial body.

10.3 Where a provincial body is formed in a province, all member clubs in that province must be represented on the provincial body.

11 Dissolution

11.1 The Association can only be dissolved by special resolution at a Delegates Meeting or Special General Meeting specifically called for that purpose.

11.2 A resolution to dissolve the Association must be carried by a 2/3 majority of all member clubs.

11.3 In the event of dissolution, the surplus assets (after the settlement of all debts and expenses) of the Association must not be distributed to any office-bearers, members or former members of the Association.

11.4 The surplus assets must be given to a body that has similar purposes to the Association 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.