



Constitution

Revision:
Date:

3
4 November 2006

TEKS SHOOTING CLUB CONSTITUTION
REVISION 3

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1. REVISION HISTORY

Revision	Date of Revision	Revision Description
3	4 November 2006	Approved with changes from Version 2 at the Annual General Meeting of the TEKS Shooting Club on 2006/11/04.

2. NAME

2.1 The name of the Club shall be the TEKS Shooting Club, hereafter referred to as TSC. TEKS is the abbreviation for Trichardt-Evander-Kinross-Secunda.

3. DEFINITIONS ¹

- 3.1 "Club" The TEKS Shooting Club;
- 3.2 "TSC" Abbreviation of TEKS Shooting Club;
- 3.3 "Affiliated Member" An affiliated body or person to TSC;
- 3.4 "Management Committee" Elected Affiliated Members responsible for the representative control of TSC;
- 3.5 "Executive Committee" Elected committee of Affiliated Members responsible for the day-to-day running, management and administration of TSC;
- 3.6 "Chairperson" Elected Affiliated Member responsible for the orderly management of TSC;
- 3.7 "Vice-Chairperson" Elected Affiliated Member responsible for assisting the Chairperson and to officiate in the absence of the Chairperson;
- 3.8 "Treasurer" Elected Affiliated Member responsible for the control of the Club's finances;
- 3.9 "Secretary" Elected Affiliated Member responsible for all document management and communication in TSC;
- 3.10 "Chief Range Officer" Appointed Safety Officer of TSC;

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| 3.11 | "Additional Member" | Elected Affiliated Member as representative of Affiliated Members on the Management Committee responsible for assisting the Executive Committee; |
| 3.12 | "Management Committee Meetings" | Meeting of the Management Committee that occurs several times a year; |
| 3.13 | "Executive Committee Meeting" | Meeting of the Executive Committee that occurs on an ad-hoc basis; |
| 3.14 | "Annual General Meeting" | Annual TSC meeting including all Affiliated Members; |
| 3.15 | "AGM" | Abbreviation of Annual General Meeting; |
| 3.16 | "Junior" | A person less than 21 years of age; |
| 3.17 | "Senior" | A person from 21 to 50 years of age; |
| 3.18 | "Veteran" | A person older than 50 years of age; |
| 3.19 | "Arbitration Committee" | Ad-hoc committee responsible for hearing and resolution of grievances and/or appeals on suspensions and expulsions; |
| 3.20 | "Special General Meeting" | Meeting similar to AGM to discuss specific subjects. |

¹ Note on definitions: Terms in double quotation marks, above, are defined in context of the TSC constitution and will hereafter be identified by *Italic Title Case Lettering* (e.g. *Annual General Meeting*)

4. OBJECTIVES OF TSC

- 4.1 TSC is a non-profit, non-political sport club.
- 4.2 The main objective of TSC is to promote competitive practical shooting. In doing this TSC will arrange frequent *Club* competitions and support provincial shooting associations by hosting provincial leagues as and when required.
- 4.3 TSC will allow sub-divisions of all sport shooting disciplines provided that the range facilities are suitable for the discipline and substantial interest and participation exist amongst *Affiliated Members* to ensure the sustainability of such sub-divisions.
- 4.4 TSC will affiliate to all provincial- and national member organisations provided that there is substantial support for that organisation in TSC.
- 4.5 TSC will raise funds as necessary for the financing of the activities of the *Club*. Activities include shooting competitions, general maintenance to ranges and equipment and expansion or improvement of TSC facilities.
- 4.6 TSC will not have any ties with an organisation promoting political, para-military or militia interests.

5. CONTROL AND ADMINISTRATION OF TSC

- 5.1 The control of TSC vests in the *Management Committee*, consisting of:



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- 1) *Chairperson*
- 2) *Vice-Chairperson*
- 3) *Treasurer*
- 4) *Secretary*
- 5) One appointed member acting as *Chief Range Officer*
- 6) One *Additional Member* for every twenty (20) *Affiliated Members* or a part thereof

5.2 The day-to-day running and administration of *TSC* vests in the *Executive Committee*, consisting of:

- 1) *Chairperson*
- 2) *Vice-Chairperson*
- 3) *Treasurer*
- 4) *Secretary*

5.3 If not all of the *Executive Committee* positions could be filled during an election, some may be combined as necessary to ensure the proper functioning of *TSC*, with the proviso that not more than two (2) positions may vest in one (1) person.

5.4 The *Additional Members* are accountable for portfolios of responsibilities that are deemed necessary by the *Management Committee* to ensure the sustainable functioning of *TSC*.

6. MANAGEMENT COMMITTEE ELECTION AND TERM OF OFFICE

6.1 The *Management Committee* members are elected from *Affiliated Members* of the *Club* at the *Annual General Meeting (AGM)*.

6.2 A *Junior* may not be elected to the *Management Committee*.

6.3 Eligible candidates for election as *Management Committee* members must be nominated by an *Affiliated Member* and seconded by another *Affiliated Member*.

6.4 The *Chairperson* and *Treasurer* will be elected in even years.

6.5 The *Vice-Chairperson* and *Secretary* will be elected in odd years.

6.6 The *Additional Members* will be elected annually.

6.7 In the event of a middle of term vacancy arising the *Management Committee* can appoint a replacement which will serve the remainder of the predecessor's term.

6.8 The *Executive Committee* will annually appoint a *Chief Range Officer* at the *AGM* or at the first *Management Committee Meeting* thereafter.

6.9 Allocation of portfolios to *Additional Members* will be done annually at the first *Management Committee Meeting* after the *AGM*.

7. POWERS OF THE MANAGEMENT COMMITTEE

7.1 The ownership, management, control and administration of *TSC* assets vests in the *Management Committee* who is empowered by election at the *AGM* to make decisions and act in all matters pertaining to the welfare of *TSC*.

7.2 The powers of the *Executive Committee* will be mandated by the *Management Committee*.



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- 7.3 The *Management Committee* can change the contents of the addendums to this constitution at an official *Management Committee Meeting* except where stipulated otherwise.

8. MEMBERSHIP

- 8.1 *Affiliated Members* of the *Club* undertake to abide by the rules and regulations of *TSC* and any other rules, regulations and legislation applicable to the facilities of *TSC* and/or the activities of its membership.
- 8.2 Membership application forms [Addendum C] must be delivered in person to a member of the *Executive Committee*, who will submit the document for ratification at the next *Management Committee Meeting*.
- 8.3 Membership application forms [Addendum C] must be accompanied by a passport photo and a legible copy of the individual's identity document.
- 8.4 Membership application forms [Addendum C] of a *Junior* must be signed by the *Junior's* parent(s) or legal guardian(s) as proof of consent and indemnity relating to the *Junior's* membership of- and/or participation in *TSC* activities.
- 8.5 The *Management Committee* may refuse membership when the membership application form is submitted at a *Management Committee Meeting* for ratification.
- 8.6 Membership fees must be prepaid. *Affiliated Members* have 60 days from the start of the financial year to renew his/her membership for the year. After the 60 days have expired the defaulting *Affiliated Member* will have to pay the application- and full annual membership fees.
- 8.7 Membership applicants may only enjoy the benefits of membership once the full application- and membership fees have been paid and the membership has been confirmed at a *Management Committee Meeting*.
- 8.8 Any person who joins *TSC* in the second half of the financial year may only pay 50% of the annual membership fee. The full application fee is however payable irrespective of the time of year joined. This optional discount does not apply for existing *Affiliated Members* that failed to renew his/her membership for the year in good time.
- 8.9 The membership year of *TSC* is the same as the financial year as stipulated in the financial section of this constitution.
- 8.10 An *Affiliated Member* shall submit a membership application form [Addendum C] and positive proof of identification annually.
- 8.11 Receipts and membership cards for each financial year will be distributed to all affiliated members within a reasonable time.
- 8.12 All *Affiliated Members* are entitled to a copy of the *TSC* constitution and range rules.
- 8.13 No *Affiliated Member* will hold *TSC*, members of the *Management Committee*, owner of the shooting range and/or any other *Affiliated Member* responsible in case of an accident or injury, loss of - and/or damage to such *Affiliated Member's* property.
- 8.14 *TSC* and the *Management Committee* reserve the right to refuse admission to the *TSC* shooting range and any other *TSC* facilities to visitors and non-members.



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8.15 TSC will not be responsible or liable for any individual *Affiliated Member's* affiliation fees to any other organisation.

9. RULES FOR THE TSC SHOOTING RANGE AND FACILITIES

9.1 *Affiliated Members* and non-members will abide by the TSC range rules [Addendum B] at all times.

9.2 *Affiliated Members* that use TSC facilities and the shooting range do so at their own risk.

9.3 Non-members are not allowed unsupervised on the shooting range. Prior notice must be given to one of the *Executive Committee* members if an *Affiliated Member* is considering accompanying non-members to the shooting range. *Affiliated Members* will be held accountable for any misconduct of any non-members and/or visitors under his/her supervision.

10. OTHER RULES

10.1 TSC will apply the shooting rules and regulations as per the shooting disciplines that are practised.

10.2 TSC *Affiliated Members* will support and abide by the relevant rules for a drug free sport.

11. SUSPENSION/EXPULSION AND GRIEVANCES

11.1 The *Management Committee* has the right to suspend or cancel an individual's membership who in its opinion has indulged in disreputable or dishonest behaviour.

11.2 The *Management Committee* has the right to investigate any occurrence of misbehaviour or unsportsmanlike behaviour of an *Affiliated Member* and to suspend or cancel an individual's membership, or take any other disciplinary measures as may be deemed appropriate under the circumstances.

11.3 An *Affiliated Member* who has been expelled or whose affiliation or membership has been suspended shall have no claim against TSC for reimbursement of any money paid.

11.4 In the case of a suspension or cancellation the individual has the right to appeal before the *Arbitration Committee* which will be constituted within thirty (30) calendar days of when the *Secretary* has received a signed written appeal.

11.5 The *Arbitration Committee* will consist of the *Chairperson* and/or *Vice-Chairperson*, two (2) *Management Committee* members and an *Affiliated Member* nominated by the individual that has a grievance. Matters under dispute that requires a decision shall be decided on by the majority vote. Each member of the *Arbitration Committee* present has one (1) vote.

11.6 The decision of the *Arbitration Committee* is final.

11.7 If any *Affiliated Member* of TSC deems it necessary to request an investigation into the conduct of a member of the *Management Committee* or the whole of the *Management Committee* it must be done so in writing to the *Secretary*. If the matter can not be resolved at a special *Management Committee Meeting*, called within 30 days of receipt of the write request and with the objector present, it will be referred to an *Arbitration Committee*. If the matter has still not been resolved a *Special General Meeting* will be called.



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12. FINANCIAL YEAR/ FINANCIAL MATTERS

- 12.1 The financial year of *TSC* commences on the 1st of January and ends on the last day of December of the same calendar year.
- 12.2 Annual membership fees for the next financial year will be determined by majority vote at the *Annual General Meeting* and the membership application form [Addendum C] will be updated accordingly. The voted fee can not be changed by the *Management Committee*.
- 12.3 The membership fee may cater for reduced fees for family memberships as well as pensioners as decided at *TSC Annual General Meeting*.
- 12.4 A suspended member can only re-apply for membership if the majority of the *Management Committee* supports his/her application with full membership fees for a new membership year due including application fee.
- 12.5 Financial Records:
An accounts register of income and expenditure must be kept and maintained by the *Treasurer*. This will be reported on at every *Management Committee Meeting*. A summary of the *TSC* financial status must be reported on at the *AGM*.
- 12.6 Bank Account(s):
The *Treasurer* is responsible for the control and management of the *TSC* finances including the management of the *TSC* bank account(s).
- 12.7 Signatories:
A document on an official *TSC* letterhead shall be kept by the *Chairperson* which confirms the names of the four (4) elected *Executive Committee* members who have been appointed as signatories for the *TSC* bank account(s). Two (2) separate signatures must accompany all transactions on the account(s). The appointed signatories will be the *Chairperson*, *Vice-chairperson*, *Treasurer* and *Secretary*; with the proviso that, in the event that these positions of the *Executive Committee* are not occupied by four separate *Affiliated Members*, any shortfall of signatories must filled from the ranks of elected *Additional Members* of the *TSC Management Committee*. Signing rights will be stipulated in [Addendum A].
- 12.8 Auditing of financial accounts:
An independent competent person will audit the books of *TSC* annually, whenever there is a change of *Treasurer* or by special request from an *Affiliated Member* by means of a formal written request to the *Secretary*.
- 12.9 Rights of access to the books of accounts shall be granted to any *Affiliated Member* who expresses such a wish in writing to the *Secretary*.

13. MANAGEMENT COMMITTEE MEETING

- 13.1 At least one (1) week's notice of *Management Committee Meetings*, including the agenda, must be given to members. The agenda may be a preliminary one.
- 13.2 *Affiliated Members* may only attend and participate at the *Management Committee Meeting* if such an *Affiliated Member* is invited by the *Executive Committee* to attend for a specific purpose.
- 13.3 The *Chairperson* or *Vice-Chairperson* and half of the remaining *Management Committee* members form a quorum.



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- 13.4 If no quorum exists within a quarter of an hour after the meeting was scheduled to start the members present will form a quorum.
- 13.5 Each member of the *Management Committee* shall have one (1) vote. In the case of an equal vote the *Chairperson* shall have a casting vote, apart from his deliberate vote.
- 13.6 No proxy votes are allowed.
- 13.7 A *Management Committee* member may be replaced if he fails to attend any three consecutive *Management Committee Meetings* without making prior apology. Such a member can submit a written motivation to the *Secretary* on why he should not be replaced and the *Executive Committee* will consider this motivation at the next *Management Committee Meeting*.
- 13.8 At least four *Management Committee Meetings* must be held each year.

14. ANNUAL GENERAL MEETING

- 14.1 At least six weeks' notice of the *Annual General Meeting (AGM)*, including the agenda, must be given to the *Affiliated Members*.
- 14.2 *Affiliated Members* wishing to place specific motions on the agenda must include such motions in writing to the *Secretary* in time for inclusion in the agenda of the *Annual General Meeting*.
- 14.3 At least one-third of the *TSC Affiliated Members* constitute a quorum at the *Annual General Meeting*. If a quorum is not present the meeting will be adjourned for a quarter of an hour and the *Affiliated Members* then present shall constitute a quorum.
- 14.4 No proxy votes are allowed.

15. SPECIAL GENERAL MEETING

- 15.1 On the receipt of a request in writing and signed by at least ten (10) *Affiliated Members* of *TSC* the *Executive Committee* shall within six weeks convene a *Special General Meeting*.
- 15.2 The *Executive Committee* may also convene a *Special General Meeting* for any specific purpose during the year. Only matters related to such specific purpose as set out in the notice convening the meeting may be dealt with.
- 15.3 At the *Special General Meeting* the same conditions apply as at the *AGM*.

16. TEAM SELECTIONS

- 16.1 Teams may be selected from *Affiliated Members* to represent *TSC* at provincial and inter-club competitions.
- 16.2 For teams to participate in provincial competitions only *Affiliated Members* of *TSC* also affiliated to the provincial member organisation may be selected in accordance with the rules set out by the provincial body for team selections.
- 16.3 The *Management Committee* may give special consideration to new *Affiliated Members* or *Affiliated Members* with special circumstances relating to performance potential not being reflected on the team selection log.



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17. ATTENDANCE OF OTHER MEETINGS.

- 17.1 The *Management Committee* will select member(s) to attend applicable meetings or seminars as required.
- 17.2 In such an official capacity as mentioned in 17.1 the selected member(s) will then represent *TSC* and be empowered to cast a vote if required.
- 17.3 In the event the selected member(s) as mentioned in 17.1 need to travel, reimbursement according to the tariff set in [Addendum A] is optional.
- 17.4 *Affiliated Members* wishing to attend any meeting that may affect *TSC* must inform the *Executive Committee* of his intention to participate in such an event.

18. HONORARY LIFE MEMBERSHIP

- 18.1 The *Annual General Meeting* may confer honorary membership to individual *Affiliated Members* of *TSC*.

19. AMMENDMENT OF CONSTITUTION

- 19.1 The constitution can only be amended at an *Annual General Meeting* or a *Special General Meeting*.
- 19.2 Resolutions to amend the constitution must be included in the agenda for the *Annual General Meeting* or *Special General Meeting*.
- 19.3 The *Secretary* shall place such amendment before the *Annual General Meeting* or *Special General Meeting*.

20. DISSOLUTION OF TSC

- 20.1 *TSC* may be dissolved or merge with another club if at least 75% of the members present at the *AGM* or *Special General Meeting* are in favour of such an action.
- 20.2 On dissolution the assets of *TSC* will be donated to the provincial sport shooting body to which the majority of *TSC* members belong to.
- 20.3 *TSC*'s facilities will be rehabilitated as required in the applicable lease agreement.

SIGNED at Secunda on this 4th day of the month November of the year 2006.


CHAIRPERSON


VICE-CHAIRPERSON