



Constitution

Revision 1
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1. **Name:**

The organisation hereby constituted will be called **The Kokstad Shooting Club**.

1.1. **Body Corporate:**

The organisation shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

1.2. **Definitions:**

- **CONSTITUTION** – The Rules and Regulations of The Kokstad Shooting Club.
- **KSC** - Shall mean the "The Kokstad Shooting Club".
- **MEMBER** - A person who has properly become a member of The Kokstad Shooting Club.
- **K.C.** - Shall mean the "Kokstad Shooting Club Committee".

1.3. **Headquarters:**

The headquarters of the **KSC** shall be the Amanzimyama Pistol & Rifle Range

1.4. **Rules and Regulations:**

The **KSC** shall be subject to the rules and regulations laid down by bodies to which **KSC** is affiliated.

1.5. **Colours:**

- The colours of the **KSC** shall be White and Black.
- The **KSC** Badge will be the official **KSC** Badge. The Badge will depict the specific disciplines.
- Letterheads will be the official **KSC** letterhead.

2. Objectives:

The objectives of the **KSC** in general shall embrace the following:-

- 2.1. To establish and maintain a Club to promote Practical Shooting expertise among members of the **KSC**.
- 2.2. To supply the necessary facilities to members who want to practise shooting.
- 2.3. To create and maintain a spirit of sportsmanship and comradery in the Club and with other Sport Clubs.
- 2.4. To affiliate with controlling bodies of the various shooting disciplines and any other similar bodies as circumstances demand.

3. Income and Property:

- 3.1. **KSC** will keep a record of everything it owns.
- 3.2. **KSC** may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation.
- 3.3. A member of **KSC** can only get money back from **KSC** for expenses that she or he has paid for or on behalf of **KSC**.
- 3.4. Members or office bearers of **KSC** do not have rights over things that belong to **KSC**.

4. Membership and General Meetings:

- 4.1. Application for membership must be completed in full and submitted in accordance with the KSC application process.
- 4.2. Members of **KSC** must attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of **KSC**.
- 4.3. A register of members shall be kept by the **KSC**.
- 4.4. Any individual declared legally unfit to possess a firearm will not be eligible for membership.
- 4.5. All Members must be registered with the South African Gun Owners Association (SAGA) and provide **KSC** with valid membership certificates.
- 4.6. Membership cards will be issued to all members and subsequently each year on renewal of membership.

5. Management:

5.1. A Management committee will manage **KSC**. The management committee will be made up of not less than **6** members. They are the office bearers of **KSC**.

5.1.1. The Management of **KSC** shall be vested in a committee of members as follows:

- **Chairman**
- **Vice Chairman**
- **Secretary**
- **Treasurer**
- **A minimum of two additional members.**

5.1.2 The Executive shall consist of:

- **Chairman**
- **Vice Chairman**
- **Secretary**
- **Treasurer**

5.2. Period of Office

5.2.1. Each of the following members of the Executive Committee shall hold office for two (2) years and shall retire on the date of the Annual General Meeting held in the following respective years:

- Chairperson - each even numbered year
- Vice-Chairperson - each odd numbered year
- Secretary - each odd numbered year
- Treasurer - each even numbered year

5.2.2. All members of the Executive Committee shall be eligible for re-appointment.

5.2.3. Any person replacing an Executive Committee Member, who ceases to hold office for any reason other than normal retirement in terms of this Constitution, shall only hold office until the date upon which the member in whose place he was appointed, would normally have retired in terms of this Constitution.

5.2.4. Additional committee members will serve for one (1) year, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to **KSC**, they can stand for re-election into office again and again. This is so long as their services are needed, and they are ready to give their services.

5.2.5. Before a member can be selected to the committee, he/she must have been a member of **KSC** in good standing, for at least two (2) years without a break in membership.

5.2.6. Only Main members shall be eligible to vote or to hold office.

- 5.3. If a member of the management committee does not attend three meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- 5.4. The management committee will meet at least once every three months. More than half of the executive committee members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 5.5. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson and secretary.
- 5.6. **KSC** has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions, the management committee ratifies them.
- 5.7. All members of **KSC** have to abide by decisions that are taken by the management committee.

6. Powers of the Organisation:

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point 2 of this constitution. Its activities must abide by the law.

- 6.1. The management committee has the power and authority to raise funds or to invite and receive contributions.
- 6.2. The management committee does, however, have the power to buy, hire or exchange any property that it needs to achieve its objectives.
- 6.3. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

7. Meetings and procedures of the Committee:

- 7.1. The management committee must hold at least two ordinary meetings each year.
- 7.2. The chairperson, or two members of the Executive, can call a special meeting if they want to. But they must let the other management committee members know of the date of the proposed meeting not less than 7 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 14 days' notice.

- 7.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.
- 7.4. There shall be a quorum whenever such a meeting is held.
- 7.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- 7.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 7.7. If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do so regularly.

8. Annual General Meetings:

- 8.1. The annual general meeting must be held once every year, after the end of **KSC** financial year.
- 8.2. A quorum shall consist of at least twelve (10) members or 30% of club membership.
- 8.3. A main member is entitled to appoint a proxy of his own choice to attend, speak and vote in his stead, should he or she be unable to attend.
- 8.4. If at any **General Meeting** there is no quorum present, the meeting shall stand adjourned for seven (7) days when at the same time and venue the members present shall form a quorum. In the case of a **Special General Meeting** called, the meeting shall be cancelled if there is no quorum present.
- 8.5. The organisation should deal with the following business, amongst others, at its annual general meeting.
 - Agree to the items to be discussed on the agenda.
 - Write down who is there and who has sent apologies because they cannot attend.
 - Read and confirm the previous meeting's minutes with matters arising.
 - Chairperson's report.
 - Treasurer's report.
 - Changes to the constitution that members may want to make.
 - Elect new office bearers.
 - General.
 - Close the meeting.
- 8.6. **Special General Meetings** may be held and shall be called at the discretion of the Committee or upon written request signed by at least twelve (12) members stating clearly the specific business it is desired to bring forward. The request

shall be addressed to the **Secretary of KSC** who shall convene the meeting for a date within fourteen (14) days of the date of receipt of the request, and shall give at least seven (7) clear days' notice to all members of the date fixed for the meeting, which date shall be approved by the **KSC**.

8.7. All notices convening **Special General Meetings** shall state clearly the object for which the meeting has been called. Only items appearing on the **Notice Agenda** may be discussed.

8.8. No decision taken at a **General Meeting** can be revoked at a subsequent **General Meeting**, unless two thirds of the present members are in favour of such a revocation.

9. Finance:

9.1. An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.

9.2. The treasurer's job is to control the day to day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.

9.3. No funds are to be taken out of the bank account, without the authorisation of the chairperson and at least two other members of the Executive.

9.4. **The financial year of KSC ends on last day of February each year.**

9.5. If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisations can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisations can go to different banks to seek advice on the best way to look after its funds.

10. Changes to the Constitution:

10.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution. At any annual general meeting a vote may be taken upon such a notion, if the details of the changes are set out in the notice referred to in **10.2**.

10.2. A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

10.3. No amendments may be made which would result in the organisation ceasing to exist.

11. Dissolution/Winding-up:

- 11.1. **KSC** may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- 11.2. When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

12. Domestic Rules:

12.1. Affiliation:

12.1.1. This **KSC** shall be affiliated to National bodies as circumstances demand.

12.1.2. All events organised by **KSC** shall be in accordance with the rules and regulations of **KSC**.

12.2. Management Rules:

12.2.1. Honorary members may be elected by the **KSC** Committee according to the following rules:

- Render the **KSC** with exceptional services.

The honorary membership is only valid for one (1) year from month of acceptance and re-evaluated each year.

12.2.2. Should extraordinary services been rendered to **KSC** by an individual, he may be awarded Honorary Life Membership of **KSC**, according to the following rules:

- Twenty years uninterrupted an active member of **KSC** with active participation of all **KSC** activities.
- Twenty years uninterrupted an active member of the **K.C.** with record of service to **KSC**.
- After retirement of chairman with a minimum of four-year term.
- A maximum of 5% Lifetime Honorary of total members.
- Achieving at provincial and National level and at the same time promoting **KSC** at all times with a minimum of five years.
- Nominations for such membership shall be submitted to the secretary in writing and shall be placed before the **AGM** for ballot at the discretion of the **K.C.**

12.2.3. The **K.C.** may, at its discretion, exercise such disciplinary action over members for the contravention of the Constitution and by-laws or any other misbehaviour as it deems advisable in the interests of Sport.

12.2.4. The decision of the **K.C.** shall be final in all domestic matters.

12.3. **Subscription and Levies:**

12.3.1. The membership categories shall be as follows:

- Main Member
- Family Member
- Honorary
- Lifetime Honorary

12.4. Special levies may be imposed if the circumstances demand it e.g. for a Building fund etc.

12.5. Annual subscriptions shall be approved at the **AGM**, or at any general meeting and reviewed annually.

12.6. Subscriptions become due and should be paid within thirty (30) days after the expiry date of each member. A member, who does not pay his/her **Sports Club** membership fee within one (1) month after it has become due, will laps **KSC** membership.

12.7. **Indemnity:**

12.7.1. The **KSC** does not hold itself in any way responsible or liable in any manner for any fatality or accident by any of its members, which may occur before, during or after any pursuance of any of the **KSC** activities.

12.7.2. No member shall have cause for legal action on account of alleged wrongful expulsion or suspension or any other action of the **KSC** Committee.

12.7.3. Any legal proceedings by or against **KSC** shall be conducted in the name of **KSC** and not in the name of an individual member or members.

12.7.4. All office bearers of **KSC**, **Provincial** and **National Bodies**, including the members of the committees and Range Officers, are hereby indemnified against all liabilities incurred by them in the execution of their duties save such as they shall incur through their own fault or neglect.

12.8. **Resignation:**

Any member wishing to resign from **KSC** shall do so by notifying the Secretary of his intention in writing. Nevertheless, such a member will remain a member of **KSC** for a period of seven (7) days after the post date.

12.9. **Interpretation of By-Laws:**

In the event of any doubt arising as to the interpretations, meaning or intentions of any of these Regulations, the ruling of the **K.C.** shall be final and binding on members.

12.9.1. Range Officials

- The **K.C.** will appoint range officials for all official shooting practises and competitions for each shooting section.
- Range officials will be suitably identified by means of a safety vest or demarcated KSC shirt.

12.9.2. Handling of Fire-Arms:

- All members participating in a shooting event must have the following equipment:
 - Suitable holster attached to a suitable belt
 - Magazine pouch or pouches
 - Hearing and eye protection
- Firearms shall at all times be treated as if they are loaded. The instructions of the range official shall be followed strictly when a firearm is prepared for shooting.
- Firearms shall under no circumstances, be handled by fellow marksmen or supervisors, unless it is done under the supervision of the range official in a safe area.
- Loaded firearms shall not be brought onto the site of the shooting range. A designated safe area will be demarcated where firearms will be unloaded before entering the range.
- Before leaving the demarcated safe area competitors must insert a chamber flag as proof to other members that the firearm is safe.
- Members or visitors may not consume any alcoholic beverages before or during a competition.
- All Firearms not on the firing line shall be carried with a chamber flag inserted in the chamber and when possible placed in a holster
- Nobody shall work on or adjust a firearm unless it is done under supervision of a range official
- Whilst handling a firearm, note shall always be taken of the direction in which the firearm is pointed and where applicable, the firearm shall be pointed down range, towards the target.
- Competitors must approach the firing line only on command of the range officer and follow the instructions of the range officer carefully. Opportunity will be provided by the range officer for chamber flags to be removed.
- No firearm is to be loaded before the competitor is on the firing line and on the command "load" from the range official.
- The command "**load**" means the loading of the number of rounds of

ammunition that is required. This is done as follows in the case of:

a) Semi-automatic pistols:

Place a pre-loaded magazine into the pistol, cock the pistol, put the safety catch on and replace the pistol in the holster or on the table at the firing line.

b) Revolvers:

Place the bullets into the revolving cylinder, close the cylinder and replace the revolver in the holster or on the table at the firing line.

c) Shotguns: Side by side – Over and under

Carry the shotgun in the open position and load the gun with the specified number of shells only when ready for shooting.

d) Shotguns: Semi Auto and pump action

Place the shells into the magazine tube and cock the action to load the shotgun. Engage safety and hold the shotgun down towards the ground.

e) Rifles:

Load the rifle with the required number of bullets, close the bolt, put the safety catch on and point the rifle towards the target.

DEPENDING ON THE SPECIFIC SHOOTING DISCIPLINE THE ABOVE FORMAT AND SEQUENCE MAY CHANGE, PAY ATTENTION TO THE RANGE OFFICIAL AND FOLLOW INSTRUCTIONS CAREFULLY.

- At the end of each shooting discipline, **unload** the firearm and, whilst looking at the target area, point the firearm towards the target. This is done as follows:

1. Pistols:

Remove the magazine and leave the action open and present for inspection by the range officer.

2. Revolvers:

Open the revolving cylinder and remove the shells and present for inspection by the range officer.

3. Shotguns and Rifles:

Unload the firearm and leave the action open and present for inspection by the range officer.

The range official will determine that all firearms are unloaded and will then give the command "weapons safe".

Once again, the range official will instruct competitors to replace the chamber flag before leaving the firing line.

- In the case of misfire of a firearm the following procedure shall be followed:
- Keep the weapon pointed towards target area and focus attention on the

- weapon. Raise one hand to attract the attention of the range official.
- After the range official has attended to the problem, he will give the command to continue shooting if sufficient time is available.
- Any person who has an accidental/negligent discharge on the firing line shall be disqualified immediately.

12.9.3. Visitors

Visitors are welcome at Club Competitions. Fees as determined by the **K.C.** shall be levied.

Parents shall be responsible for their children. The Club or its members shall not be liable in case of accidents. Persons not participating shall remain outside the defined shooting area. Any person contravening this rule shall be requested to leave the range.

12.9.4. Unofficial Shooting Practises:

- On days, other than on official practise or competition days, members shall appoint their own range official and shall comply with all official rules and regulations. The **K.C.** shall accept no responsibility for any action on these occasions. If members do not want to appoint a range official, the **K.C.** will appoint one at the request of the members.
- No unofficial shooting shall be allowed while official shooting is in progress or when the range is declared closed.

12.9.5. Shooting Range:

Members shall keep the range tidy and clean.

12.9.6. Training

At the request of the members the **K.C.** shall appoint a person to provide training to the members.

12.9.7. Range Fees

Fees will be levied for all shooting sessions to cover the costs of targets, and where necessary, insurance where applicable.

12.9.8. Targets

Only the official targets or a reasonable facsimile thereof may be used. No foreign objects such as bottles, tin, etc may be used as targets on the range.

- 12.9.9. Shooting may only be done from the official firing lines. If any person damages the targets by firing from a short distance, he/she shall be liable for the replacement costs of the targets.

13. Adoption of the Constitution:

This constitution was approved and accepted by members of The Kokstad Shooting Club.

Signed and Confirmed on this Day of.....

Signatures

Chairman

.....

Vice Chairman

.....

Secretary

.....

Treasurer