



MEMORANDUM OF INCORPORATION & CONSTITUTION OF THE  
SOUTH AFRICAN PRACTICAL PRECISION RIFLE FEDERATION (NPC)

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## PREAMBLE

Sport is an integral part of the culture of the people of South Africa, and promotes; a healthy lifestyle and skills development, and plays an important role in the promotion of unity, equality and the upliftment of our society.

The South African Practical Precision Rifle Federation (PTY) Ltd (SAPPRF) is governed by the Rules and Regulations as provided for in the National Sports Act, the Rules and Regulations of the South African Shooting Sport Confederation (SASSCo), as well as the Rules and Regulations of the South African Sports Confederation and Olympic Committee (SASCOC).

The SAPPRF Constitution is in no way in conflict with the National Sports Act, documents instituted by the SRSA, SASCOC, SASSCo Constitution, the South African Constitution, and if any SAPPRF rule is in conflict with the formerly mentioned rules, then such rules will have precedence over the conflicting SAPPRF rule.

Practical Precision Rifle sport has been defined internationally by;

- Precision Rifle Series (USA, AUS, RSA, FRA, ESP, NAM)
- Competition Dynamics (USA)
- Viking Rifle Series (NOR, SWE, DEN, FIN)
- Precision Rifle League (UK)
- Ukrainian Marksman Series (UKR)
- National Rifle League (USA)
- Czech GTac (CZE)
- Precision Rifle Sport (IRE)
- And other newer members worldwide

## 1. CONSTITUTION, NAME AND CORPORATE PERSONALITY

- 1.1. This is the Constitution of the body known as the "South African Practical Precision Rifle Federation".
- 1.2. The South African Practical Precision Rifle Federation shall be a Non-For-Profit Company (Section 21), having a corporate identity separate from that of its Members and is entitled to own property, whether movable or immovable or otherwise, and is entitled to sue and to be sued in its own name and, notwithstanding any change in the composition of its Members from time to time, shall have perpetual succession.
- 1.3. The provisions of this Constitution are founded upon and shall be implemented and administered in the recognition of human dignity, equality and the advancement of human rights and freedoms, non-racialism, non-sexism and the right of freedom of Federation and the supremacy of the Constitution of the Republic of South Africa (1996), the rule of law and good corporate governance.

## 2. AFFILIATION

- 2.1. The South African Practical Precision Rifle Federation is a member of;
  - 2.1.1. SASSCo (South African Shooting Sport Confederation), which is the registered and recognized National Shooting Sport Federation in South Africa and a member of SASCOC (South African Sports Confederation and Olympic Committee) as well as,
  - 2.1.2. the International Practical Precision Rifle Federation (IRRF).
- 2.2. If there is any inconsistency between the Constitution or MOI of a representative Shooting Sports or Firearm Federation to which SAPPRF is affiliated and this Constitution, the two instruments shall as far as reasonably possible be reconciled and if the inconsistency cannot be reconciled, the Constitution of SAPPRF shall prevail.
- 2.3. The South African Practical Precision Rifle Series is affiliated to;
  - 2.3.1. Precision Rifle Series (USA)

### 3. INTERPRETATION

In the interpretation of the Memorandum of Incorporation and unless contrary to or excluded by the subject or the context.

- 3.1. words signifying the singular number shall include the plural and vice versa;
- 3.2. words signifying the masculine shall include the feminine and visa versa;
- 3.3. any words defined in the Companies Act 2008 and Regulation 15 of the Companies Regulations 2011 and not defined therein shall bear the same meaning as in this Constitution;
- 3.4. the headings of the marginal notes of the Constitution are for reference purposes only and shall not be taken into account in construing these presents;
- 3.5. each term, power or authority therein shall be given the widest possible interpretation;
- 3.6. In the event of any doubt as to the meaning of any of the provisions of this Constitution or Policy Documents, the interpretation placed thereon by the Executive Council shall be final and binding upon all members of the Federation, provided that this clause shall not apply should a matter be referred to Arbitration.
- 3.7. the following words and expressions shall have the following meanings:

Administrative Officer	An appointed individual who shall be responsible for all the administrative work of the Federation, thereby enabling the Federation to fulfil its function in accordance with this Constitution.
Affiliated Club	A club at which practical shooting is conducted and which is: Affiliated to a Provincial Federation, which is in turn affiliated to the National Federation; or Affiliated directly to the National Federation in the case of a club in an area not served by a Provincial Federation.
Amateur	A person who complies with the requirements of the definition, as determined by the applicable body governing sport in South Africa.
Arbitration	The settling of disputes by an impartial third party.
Auditor	An auditor registered under the Public Accountants' and Auditors Act 1951 (or any applicable replacement legislation).
Code of Conduct	The acceptable standard of behaviour expected of a member.
Councilor	A person duly appointed as a member of the National or Provincial Councils.
Doping	The use of any prohibited substance intended to enhance performance or mask such use.
Due Notice	The timing of notification as determined by the relevant sections of this Constitution relating to the specific purpose of the notification.
National Council	The National Council of SAPPRF.
Provincial Council	A Provincial Council affiliated to SAPPRF.
I.P.P.R.F.	The International Practical Precision Rifle Federation.
I.R.O.A	The International Range Officers Federation.
National Executive Committee, Executive Committee or ExCo	The National Executive Committee of the Federation.

Provincial Management Committee, ManCo	The Management Committee of a Provincial Federation.
Member	All members affiliated to the National Federation.
Member in Good Standing	Any member who is fully paid up in terms of this Constitution, and is not under suspension or disciplinary action by the Federation.
Member Organisation	An Affiliated Club, Match Organiser, Provincial Federation, or Associated Body.
National Federation	The National Federation constituted by this Constitution.
Notification	Any notification in writing, which is delivered by hand, post, fax or electronically.
Policy Document	A record of a principle as determined by the Executive Council from time to time.
Province	As defined and demarcated by the South African Government.
Provincial Federation	An Federation, constituted by this Constitution, of clubs/members within the boundaries of a Province, and commonly referred to by members as a Province, which promotes the objectives of the Federation with the approval of the National Council.
Residency	Residency of a member is defined as the individual being ordinarily domiciled for a minimum of one hundred and eighty three (183) days of the twelve (12) months immediately preceding the month in which the member wishes to enjoy the specific rights and benefits of such membership. The ordinarily domiciled condition is a physical presence test and does not relate to citizenship or to any address of convenience. The one hundred and eighty three (183) days need not be consecutive or the most recent of the twelve month period.
Selection	The selection of members to a squad to represent the National or Provincial Federation in any Practical Shooting event: Whether as an individual or as part of a team; and Whether inside or outside the Republic of South Africa; and Whether or not the selected members of the squad are to be awarded National or Provincial colours.
Selection Committee	National or Provincial Selectors.
S.A.S.C.O.C.	The South African Sports Confederation and Olympic Committee, as contemplated in section 2 of National Sport and Recreation Act, 1998 (Act No. 110 of 1998 as amended).
S.A.S.S.Co.	The South African Shooting Sports Confederation, which is the co-ordinating body for all shooting sports in South Africa.

## 4. EMBLEM

4.1. The emblem and colours of SAPPRF shall be approved at a National AGM.

## 5. OFFICIAL LANGUAGE

The official language of SAPPRF will be English.

## 6. REGISTERED OFFICE OF SAPPRF

The registered address and and domicilium citandi et executandi of SAPPRF shall be determined from time to time and specified in the minutes of the National Council meetings.

## 7. JURISDICTION OF SAPPRF

- 7.1. The area of jurisdiction of SAPPRF shall be the Republic of South Africa and more specifically the geo-political provincial and regional borders of South Africa.
- 7.2. Notwithstanding the above all South African athletes competing in the sport of PRACTICAL PRECISION RIFLE irrespective of where they are based will be subject to the Code of Conduct, Rules and Regulations and other such Policies as set out by SAPPRF.

## 8. MISSION

It is the mission of SAPPRF to promote the competitive sport of Practical Precision Rifle to persons in the Republic of South Africa, through development, participation and the striving for excellence in achievement within the competitive South African National Sports Structure.

## 9. VISION

The vision of SAPPRF is:

- To achieve the involvement of as many athletes, including previously disadvantaged and disabled, as possible in the sport of Practical Precision Rifle within all the provinces of South Africa.
- To develop competitors from grass roots through to medal winning at international competitions in the sport of Practical Precision Rifle.
- To assist all stakeholders to achieve maximum enjoyment and achievement from the sport of Practical Precision Rifle, irrespective of level of participation.

## 10. PRINCIPLES

In working and striving to achieve this mission, the following principles apply:

- 10.1. the fundamental right and freedom of individuals and groups to participate in sport of their choice, including shooting sports;
- 10.2. the opportunity for participation in Practical Precision Rifle shall be made available to all athletes who have the ability to participate in this sport;
- 10.3. the equality of opportunities in the sport of Practical Precision Rifle regardless of race, colour, creed or gender (gender as indicated on the passport)
- 10.4. the acceptance of the involvement of the parents, teachers, pupils, education authorities, private sector, sport bodies, schools and individuals in the sport of Practical Precision Rifle;
- 10.5. the promotion of the sport of Practical Precision Rifle in all of the 9 provinces within the Republic of South Africa;
- 10.6. Principles include: integrity; inclusivity; excellence; respect; fair play; quality delivery; professionalism; ethics; accessibility; capacity development and social cohesion, including norms and values as enshrined in the constitution of the Republic of South Africa.

## 11. GOVERNANCE OF SAPPRF

- 11.1. The following constitutes the overall governance structures and systems of SAPPRF and are the key principles and values underpinning the governance of SAPPRF:
  - 11.1.1. To operate in a transparent and accountable manner.
  - 11.1.2. To be legally compliant and implement good governance principles and practices.
  - 11.1.3. To promote, support and uphold fairness and rule of healthy competition.
  - 11.1.4. To contribute to transformation and the development of the sport in terms of government requirement.
  - 11.1.5. To prevent “conflict of interest” as far as possible by excluding committee members from taking part in decisions in which they might gain financial benefit or any other benefit.

## 12. MAIN OBJECTIVES

- 12.1. The objectives of the Federation in general are to; promote, organise and control Practical Precision Rifle sport in South Africa and in particular, without restricting the generality of this clause to:
  - 12.1.1. Organise National and/or Provincial South African Practical Precision Rifle Championships, and Team Championships and such International Competitions from time to time, as determined by the National Council.
  - 12.1.2. Provide such insurance cover for its members and such other persons as may be deemed necessary and decided on by the National Council.
  - 12.1.3. Publish and distribute or cause to be published and distribute a shooting magazine and/or newsletter at such intervals and in whatever available format, including that of a webpage and/or email, as may be decided on by the National Council.
  - 12.1.4. Keep a register of all members.
  - 12.1.5. Appoint persons in honorary capacities for such periods as may be decided upon by the Executive Council from time to time.
  - 12.1.6. Appoint employees for such periods and at such remuneration as may be decided upon by the Executive Council.
  - 12.1.7. Make available targets and related equipment to members and such other similar bodies, where practicable, for the promotion of the interests of the Federation.
  - 12.1.8. Facilitate the resolution of disputes which may arise between Members.
  - 12.1.9. Select Members to take part in International Practical Precision Rifle Competitions and/or compete against members of other countries whether within or outside the Republic of South Africa, and to assist such Members in such manner as the National Council may decide.
  - 12.1.10. Acquire, hire or lease moveable and/or immovable property if necessary for the promotion of the objectives of the Federation.
  - 12.1.11. Raise funds by membership fees, levies or otherwise for the furtherance of the objectives of the Federation.
  - 12.1.12. Apply the funds of the Federation to the promotion of the affairs of the Federation exclusively, as set out in this Constitution.
  - 12.1.13. Do such other things in furtherance of the sport of Practical Precision Rifle as approved by the National and/or Provincial Council.
  - 12.1.14. Provide safety and skills instruction in accordance with current SAPPRF rules.
  - 12.1.15. Institute general policies in the form of Policy Documents, as amended by the National Council from time to time, at any annual National Council Meeting.
  - 12.1.16. Support the objectives of S.A.S.S.Co.

## 13. RULES OF THE FEDERATION

- 13.1. The Federation and its members shall subscribe to, support and endorse the Code of Conduct as detailed in a Policy document.
- 13.2. The current SAPPRF rules governing the sport of Practical Precision Rifle shall apply.
  - 13.2.1. Amendments to the SAPPRF rules may only be proposed to SAPPRF by the National Council.
- 13.3. The National Executive Committee shall, on request, make available copies of the current SAPPRF rules and/or Code of Conduct as relates to this Constitution, to members and member organisation, either by means of the Federation's webpage, or on payment of such fee as the National Council may from time to time determine.

- 13.4. The Federation has the authority to enforce members to abide by the Rules of the Federation.
- 13.5. Any Member in breach of the Rules of the Federation may be subject to disciplinary action, including but not limited to:
  - 13.5.1. Breach of relevant Policy Documents; or
  - 13.5.2. Actual or implied threat of legal action prior to Dispute Resolution and/or Arbitration.

## 14. MEMBERSHIP

SAPPRF shall maintain a register of Members as provided in terms of the Act. The register of members shall be open to inspection, as provided in terms of the Act, and subject to legislation protecting the identity of Members.

- 14.1. All members shall apply for membership on such forms as are prescribed by the National Council.
- 14.2. The applicant must have correctly completed and delivered an application for membership to SAPPRF.
- 14.3. The applicant must have paid all the required fees to SAPPRF.
- 14.4. Annual membership shall be from the first day of the Financial Year in any one year until the last day of that Financial Year.

### 14.5. MEMBERSHIP TYPES

Members of SAPPRF shall be in the form of the following categories:

#### 14.5.1. NATURAL MEMBERS

- 14.5.1.1. Any person wishing to join SAPPRF as a competing member may, subject to the terms of this Constitution, do so;
  - 14.5.1.1.1. Provided that they hold valid membership with an Affiliated Club; or
  - 14.5.1.1.2. Should an Affiliated Club not be available in the magisterial district of such person's residence, then such person may join through the Provincial Federation in their Province of residence; or
  - 14.5.1.1.3. Should such person reside in an area that is not served by a Provincial Federation, then such person may join SAPPRF directly.
- 14.5.1.2. Any person wishing to join SAPPRF as a non-competing member may, subject to the terms of this Constitution, join SAPPRF directly.
- 14.5.1.3. At any time; should a Club be affiliated to SAPPRF within the magisterial district of any competing Member who is not a valid member of a Club, then such Member within that magisterial district will be required to join an Affiliated Club.
  - 14.5.1.3.1. Such Member will be suspended until such time as they prove their membership to an Affiliated Club.
- 14.5.1.4. Members may join one or more Affiliated Clubs but subject to:
  - 14.5.1.4.1. the Member will on affiliating with SAPPRF indicate their Primary Club.
  - 14.5.1.4.2. the member may only represent their Primary Club at SAPPRF events.

#### 14.5.1.5. SENIOR COMPETING MEMBERS

- 14.5.1.5.1. The National Council may grant such membership to natural persons that are 55 years old and over.

#### 14.5.1.6. ADULT COMPETING MEMBERS

- 14.5.1.6.1. The National Council may grant such membership to natural persons that are 18 years old and over.

#### 14.5.1.7. JUNIOR COMPETING MEMBERS

- 14.5.1.7.1. The National Council may grant such membership to natural persons that are 10 years old and over, and under 18 years old.
  - 14.5.1.7.1.1. Junior Members under the age of 15 may only;
    - 14.5.1.7.1.1.1. compete under the direct supervision of their Custodian Member.
    - 14.5.1.7.1.1.2. enter 22LR matches.

- 14.5.1.7.2. No persons under the age of 18 years will be eligible to be a Junior Member unless their legal custodian is a Custodian Member who is granted such membership by the Council.

#### 14.5.1.8. CUSTODIAN MEMBERS

- 14.5.1.8.1. The Council may grant such Custodian Membership to natural persons that are 18 years old and over.
- 14.5.1.8.2. Custodian Members may also be a Senior/Adult Competing or Non-Competing Members.
- 14.5.1.8.3. Such Custodian Membership will at all times be bound by this constitution on behalf of such Junior Member; in particular, without limitation;
- 14.5.1.8.3.1. Such Custodian Membership will at all times be responsible for the payment of membership fees of such Junior Member.
- 14.5.1.8.3.2. Such Custodian Membership is fully responsible for such Junior Member and acts on their behalf in all matters relating to the SAPPRF.
- 14.5.1.8.4. Custodians/Guardians of Junior Members who are not Senior/Adult Competing or Non-Competing Members may become a Custodian Members, subject to the following:
- 14.5.1.8.4.1. No additional membership subscription, entry levies, or other levies are payable. If the status of membership changes to any other form of membership, the rules applicable to such form of membership apply (including in respect of payment of entrance fees and annual subscriptions).
- 14.5.1.8.4.2. Custodian members are entitled serve on any committee of the SAPPRF and vote (when entitled), provided that a person who is a custodian member in relation to more than one child or junior member will only have one vote including any other vote of such custodian member; provided further that there will only be such a vote where the junior member would have had a vote if they were an ordinary membership.
- 14.5.1.8.4.3. Custodian Membership of a Junior Member will cease as soon as it no longer necessary to give effect to 14.2.6.2 hereof in respect of the Junior Member concerned.

#### 14.5.1.9. NON-COMPETING MEMBERS

- 14.5.1.9.1. The National Council may grant such membership to natural persons that are 18 years old and over.

#### 14.5.1.10. HONORARY MEMBERS

- 14.5.1.10.1. The National Council may grant Honorary Membership to such natural persons as it sees fit, subject to the following:
- 14.5.1.10.1.1. Such membership will be for such periods as the National Council determines.
- 14.5.1.10.1.2. Such membership may only be granted to persons who have conferred exceptional benefit on the SAPPRF and who otherwise qualify for membership of the SAPPRF.
- 14.5.1.10.2. No membership subscription, entry levies, or any other levies shall be required to be payable by Honorary Members.
- 14.5.1.10.3. Honorary shall be entitled to be present at and to participate in the deliberations of all Council meetings of SAPPRF but shall not entitle them to vote thereat.

#### 14.5.1.11. TEMPORARY MEMBERS

- 14.5.1.11.1. The National Council may grant Temporary Membership to such persons as it sees fit, subject to the following:
  - 14.5.1.11.1.1.1. Such membership will be for such limited periods (not exceeding an aggregate of 30 days in any membership year in respect of any person).
  - 14.5.1.11.1.1.2. Temporary members will not have the right to attend or vote at any meeting of SAPPRF or to serve on any committee of SAPPRF.
- 14.5.1.11.1.2. Temporary members do not have to be members of an Affiliated Club, or Provincial Federation.

#### 14.5.1.12. SUBSIDISED MEMBERS

- 14.5.1.12.1. The National Council may grant such membership to natural persons that are not in a position to afford full membership fees in order to meet a stated, measurable sporting goal.  
Each case will be considered individually, and subject to:
  - 14.5.1.12.1.1. Completion of relevant application form as amended by National Council from time to time which includes:
    - 14.5.1.12.1.1.1. Proof of financial situation,
    - 14.5.1.12.1.1.2. Stated goal for which subsidy is requested,
    - 14.5.1.12.1.1.3. Measurement and timeframe for stated goal.
  - 14.5.1.12.1.2. The subsidy may take the form of reduced membership fees and/or reduced match levies.
  - 14.5.1.12.1.3. Subsidised membership is not guaranteed to be approved.
  - 14.5.1.12.1.4. Subsidised membership may be revoked if stated goals are not met.
  - 14.5.1.12.1.5. Subsidised membership must be reapplied for at expiry, it is not an indefinite measure.

#### 14.5.2. NON-NATURAL MEMBERS

- 14.5.2.1. In general, Organisations applying for membership of SAPPRF shall satisfy the following requirements:
  - 14.5.2.1.1. A formal written application addressed to the National Council applying for affiliation to SAPPRF shall be accompanied by:
    - 14.5.2.1.1.1. a motivation letter
    - 14.5.2.1.1.2. a copy of the Organisations Constitution and/or MOI,
    - 14.5.2.1.1.3. contact details of the Organisations officers and/or elected committee,
    - 14.5.2.1.1.4. the affiliation and/or membership fees prescribed from time to time by SAPPRF,
  - 14.5.2.1.2. An annual affiliation fee to be paid, the amount to be determined by the National Council from time to time.
  - 14.5.2.1.3. Any other information as the National Council may require shall be furnished in writing.
  - 14.5.2.1.4. Before admitting any Organisation to SAPPRF, the National Council must be satisfied that:
    - 14.5.2.1.4.1. The objectives of the Organisation are compatible and in support with the objectives of the National Federation.
    - 14.5.2.1.4.2. No Organisation shall be affiliated until such time as the application has been tabled, accepted and approved by the Council.

- 14.5.2.1.4.3. A new Organisation may join at any period in the Financial Year subject to meeting the requirements as detailed herein.
- 14.5.2.1.4.4. No new Organisation affiliation will be accepted at a National AGM without the application having been received and accepted by National Council at least fifteen(15)days prior to such AGM.

#### 14.5.2.2. CLUBS

- 14.5.2.2.1. Any Shooting Sports Club, with a minimum of one (1) SAPPFR Member who is bona fide amateur member of the Club, may affiliate to SAPPFR, subject to the following:
  - 14.5.2.2.1.1. In addition to the general requirements, the following shall also be submitted by the Club, to the National Council, applying for affiliation to SAPPFR:
    - 14.5.2.2.1.1.1. the motivation letter must be supported by the majority of its membership,
    - 14.5.2.2.1.1.2. a list of names of the Club's members,
    - 14.5.2.2.1.1.3. information and copies of its rules & regulations, procedures on governance guidelines, and any other such Club published documentation.
  - 14.5.2.2.1.2. The National Council must be satisfied that the applicant Club is properly constituted and has not less than five (5) current paid-up members who shall be bona fide members of that Club.
  - 14.5.2.2.1.3. A Club which is in compliance with all the application requirements, as laid out herein, and has applied for affiliation, may at the discretion of the Provincial Management Committee immediately enjoy the privileges of such affiliation, pending approval by the National Council.

#### 14.5.2.3. PROVINCIAL FEDERATIONS

- 14.5.2.3.1. Only one (1) Provincial Federation will be recognised by SAPPFR in each of the nine (9) Provinces of South Africa.
- 14.5.2.3.2. A Provincial Federation may only be constituted through this Constitution, and more specifically through the Provincial Federation sections of this Constitution.
- 14.5.2.3.3. A Provincial Federation may only be constituted when:
  - 14.5.2.3.3.1. The first Club within a Province without a Provincial Federation, satisfying the standard requirements to join the National Federation, wishes to affiliate with SAPPFR.
- 14.5.2.3.4. A Provincial Federation applying for membership shall
  - 14.5.2.3.4.1. submit a list of the Clubs within its Province, that will be applying for affiliation to SAPPFR, to the National Council in writing, and
  - 14.5.2.3.4.2. ensure that all Clubs listed meet the requirements and supply the relevant documents.

#### 14.5.2.4. MATCH ORGANISERS

- 14.5.2.4.1. Any Organising Body intending to organise Practical Precision Rifle sport competition may affiliate to SAPPFR as a Match Organiser, subject to the following:
  - 14.5.2.4.1.1. The Organisation must have access to a suitable venue for Practical Precision Rifle sport.
  - 14.5.2.4.1.2. Match Organisers must hold suitable Range Officer accreditation from ITA, SAIRO or accepted similar organizations.

- 14.5.2.4.1.2.1. Such Range Officer(s) must be in attendance at/during all matches organised by the Match Organiser.
- 14.5.2.4.2. At least one (1) member of a Match Organiser must be a SAPPRF Natural Adult Member.
- 14.5.2.4.3. The Match Organiser must nominate a SAPPRF Natural Adult Member from within their Organisation to represent them at SAPPRF meetings when required.

#### 14.5.2.5. ASSOCIATE BODIES

- 14.5.2.5.1. The Council may grant such membership to Associate Bodies, including, but not limited to:
  - 14.5.2.5.1.1. **CORPORATE BODIES**  
Corporate Bodies are firms, companies, closed corporations, that derive commercial benefit from recognised events.
  - 14.5.2.5.1.2. **SPONSORS**  
Sponsors are persons/entities that that sponsor SAPPRF, or SAPPRF events/matches, but do not compete themselves.
  - 14.5.2.5.1.3. **GOVERNMENTAL BODIES**  
Government Bodies are such organisations such as; the various branches of the South African Armed Forces, the South African Police Services, the Department of Corrections, and the Municipal/Metro Police, that derive benefit from SAPPRF.
- 14.5.2.5.2. Associate Bodies have no rights under the Constitution, unless specified.
- 14.5.2.5.3. Each Associate Body, by written notice given to the SAPPRF or in its membership application as required by the SAPPRF, will nominate a responsible person/s to represent such body in its dealings with the SAPPRF and will be bound by all actions of such responsible person/s in representing such body. Such responsible person/s will be a person/s who is/are reasonably acceptable to the National Council.
- 14.5.2.5.4. Any individual, company, close corporation, partnership or other body applying for membership as an Associate Body will, if demanded thereof by the National Council, disclose to the SAPPRF such facts or data as the SAPPRF may deem necessary to determine the nature of the controlling interest in any person or body applying for such membership.
- 14.5.2.5.5. SAPPRF may require the person/s responsible to guarantee payment by the Associate Body of all amounts owing by the Associate Body to the SAPPRF from time to time on such terms and conditions as the SAPPRF may determine.
- 14.5.2.5.6. The individual or body applying for membership as an Associate Body and the person/s responsible will sign such application form/s as may be required by the SAPPRF. Such application form/s may contain such provisions as the SAPPRF may determine, including a warranty that all information contained in this application form/s is true and correct.
- 14.5.2.5.7. If the person/s responsible is/are not acceptable to the SAPPRF then the application by the Associate Body may be rejected by the SAPPRF. The person/s responsible may only be substituted with other persons by written agreement between the SAPPRF, the Associate Member and the substituted person/s.

#### 14.6. RESIGNATION/TERMINATION OF MEMBERS

- 14.6.1. Members may resign by giving written notice but shall not thereby be released from any of their due liabilities to SAPPRF.

- 14.6.2. The National Council, stating a good reason, has the right to;
  - 14.6.2.1. refuse an application for membership.
  - 14.6.2.2. repeal any new membership up to ninety (90) days after application.
- 14.6.3. The National Council, stating a good reason, may:
  - 14.6.3.1. Decline to renew membership.
  - 14.6.3.2. Remove or suspend any member from the list of members, provided that such removal or suspension is the recommended sanction arising from a Disciplinary Process as set out in the SAPPRF Judicial Code.
  - 14.6.3.3. Take any such other disciplinary action against a member as they may deem fit as provided for within the SAPPRF Disciplinary Code.
  - 14.6.3.4. Any Member whose Membership has been terminated or whose Affiliation/Membership has been suspended has no claim against SAPPRF for reimbursement of any membership fees paid, save for where a membership is repealed within 90 days of application.

#### **14.7. MEMBERSHIP FEES**

- 14.7.1. SAPPRF may charge a joining / registration fee for new members joining SAPPRF.
- 14.7.2. The following annual fees shall be payable:
  - 14.7.2.1. An annual membership fee.
- 14.7.3. SAPPRF may charge an entry levy on SAPPRF sanctioned matches.
- 14.7.4. The membership, joining fee and entry levies of SAPPRF shall be determined on an annual basis by Council.
- 14.7.5. The membership and entry fees shall not increase by more than 10% from the preceding years fees, unless voted in agreement by the Members present at the National Annual General Meeting entitled to vote.
- 14.7.6. The liability of the Members for debts incurred by SAPPRF shall be limited to the amount of their unpaid membership fees.

#### **14.8. RIGHTS AND BENEFITS OF MEMBERSHIP**

- 14.8.1. Each Member shall be entitled to such rights and privileges in regard to participation in the activities of SAPPRF as prescribed in this Constitution and/or the Rules and Regulations.
- 14.8.2. No Member shall have any right, title or interest to SAPPRF's property, or income, except as reasonable compensation for services rendered on behalf of the Council.
- 14.8.3. Should a Member not renew his membership within three (3) months of the end of the Financial Year, his membership to SAPPRF shall be deemed to have been forfeited as if the said member had resigned.
- 14.8.4. On cessation of Membership, a Member forfeits all rights to SAPPRF.

#### **14.9. BAD STANDING**

- 14.9.1. A member is in bad standing if he/she/it is:
  - 14.9.1.1. in arrears with any joining fee, annual subscription, or entry fee payable to SAPPRF and is so in arrear for a period of at least 60 days;
  - 14.9.1.2. in arrears with any fine owing to SAPPRF pursuant to disciplinary proceedings, or any spot fine issued and is so in arrear for a period of at least 30 days;
  - 14.9.1.3. in arrear with any other amount owing to SAPPRF and is so in arrear for a period of at least 60 days.
- 14.9.2. SAPPRF shall issue a notice to any member it considers to be in bad standing as a result of any arrears as set out in section 13.6.1 giving the member 21 days to rectify the matter giving rise to such bad standing before any sanction or consequence of such bad standing shall come into effect.

- 14.9.3. Without prejudice to the rights and remedies of SAPPRF, the consequences of a member being in bad standing are as follows:
- 14.9.3.1. The member in bad standing may not exercise any right or privilege of membership (including, but not limited to, voting rights, rights to attend general meetings of SAPPRF, rights to serve on committees, rights to compete, rights to attend matches, rights to organise or run matches, and rights to form part of any team of SAPPRF) while the member is in bad standing.
  - 14.9.3.2. A member in bad standing shall forthwith and automatically cease to serve on any committee of SAPPRF as if he/she had resigned from such committee and will not be eligible for election to any committee of SAPPRF for at least 3 (three) years after such member has ceased to be in bad standing.
  - 14.9.3.3. If the member in bad standing is:
    - 14.9.3.3.1. an Organisation, then any member who is a shareholder, director, member, executive officer, trustee, proprietor or the like of such Organisation, or is a person/s responsible in respect of such Organisation, is deemed to be in bad standing for as long as the Organisation is in bad standing, and will remain so notwithstanding such member ceasing to have such capacity in respect of such Organisation at any time while it is in bad standing.
    - 14.9.3.3.2. a Custodian of a Junior Member, then any Junior Member in relation to whom such member is their Custodian is deemed to be in bad standing for as long as the Custodian is in bad standing. The Custodian in bad standing may not be substituted with another Member for as long as the first mentioned Custodian is in bad standing.

## 15. POWERS OF SAPPRF TO CARRY OUT ITS OBJECTIVES

SAPPRF shall have all such powers and authorities as shall be necessary or desirable or conducive of achieving any and all of the objects of SAPPRF. These powers and authorities shall be exercised by the SAPPRF National Council, the SAPPRF Provincial Councils and any duly constituted sub-committees in accordance with and subject to the provisions of this Constitution and the Act. Without in any way limiting the generality of the afore going, the powers and authorities of SAPPRF shall include those set out in Clauses;

- 15.1. To acquire by purchase, exchange, hire, sub-lease, donation or otherwise movable and/or immovable property of any kind.
- 15.2. To sell, let, mortgage, dispose of, give in exchange, turn to account or otherwise deal with all or any part of the property or rights of SAPPRF.
- 15.3. To enter into contracts of any and all kinds necessary to carry out, give effect to or secure the objectives of SAPPRF.
- 15.4. From time to time, in accordance with sound business and financial principles to invest the funds of SAPPRF in such property or assets or other security as may be deemed advisable.
- 15.5. To employ, suspend or dismiss and remunerate employees, professional assistants and experts.
- 15.6. To arrange allowances, gratuities and bonuses to employees or ex-employees of SAPPRF, or the dependent's of such persons, and to support or subscribe or make donations to any charities or other institutions, clubs, societies and funds.
- 15.7. To regulate relations between its Members as well as between Members and SAPPRF.
- 15.8. To invite the patronage of any person or persons as it may consider advisable.
- 15.9. To insure against losses, damage, risk and liability of all kinds.
- 15.10. To draw, make, accept, endorse, execute, negotiate and issue cheques, promissory notes, bills of exchange, warrants and other negotiable or transferable instruments.
- 15.11. To institute, conduct, defend, compound or abandon any legal proceedings by and against SAPPRF or its officers or otherwise concerning the affairs of SAPPRF, or the action of its Members, and also compound and allow time for payment or satisfaction of any debts due or any claims or demands made by or against SAPPRF.
- 15.12. To raise money whether by subscription or levies which are to be paid to SAPPRF each year from its Members, and or any other Federations, Associations or Organisations which are affiliated directly or indirectly to SAPPRF, as well as to obtain funding from any other source, and to recover by legal process monies due by any of the above.
- 15.13. To contribute or subscribe to bodies with aims similar to the aims of SAPPRF, and invest monies upon such security and in such manner as it may from time to time determine.
- 15.14. To borrow and guarantee or otherwise secure the repayment of money in such manner and in such terms as it may think fit.
- 15.15. To impose fines, to suspend for a period of time, to ban and/or implement any other disciplinary measures on its Members or former Members connected or concerned with SAPPRF arising out of or connected with any contravention or breach of the provisions of this Constitution or any rule, by-law or regulation passed by SAPPRF Council, including those of SAIDS, SASCOC and World Anti-Doping Code and recover by legal action or otherwise such fines or compulsory contributions or damages from its Members or former Members. Without in any way limiting the generality of the afore-going, SAPPRF shall have the power to suspend or ban any SAPPRF Member from participating in any championship or event.
- 15.16. To take all such action as may be required or necessary to enforce fully and effectively all obligations of whatsoever nature and howsoever arising which may be owed to SAPPRF by its Members, former Members or any other persons or body.

## 16. MEETINGS

- 16.1. Unless otherwise stated otherwise within specific clauses of this constitution, the following policies regarding Meetings of SAPPRF at National or Provincial Meetings will apply.
- 16.2. In the case of National Federation Meetings;
  - 16.2.1. Members include all the members of SAPPRF, and
  - 16.2.2. Councillors include the members of the National Council.
- 16.3. In the case of Provincial Federation Meetings;
  - 16.3.1. Members include the members of SAPPRF within the Province Federation, and
  - 16.3.2. Councillors include the members of the Provincial Council.
- 16.4. An acceptable method of meetings shall be;
  - 16.4.1. in person, or
  - 16.4.2. via telephonic conference, or
  - 16.4.3. via video conference.

### 16.5. NOTIFICATION OF MEETINGS

- 16.5.1. Notification of all Meetings shall;
  - 16.5.1.1. be in writing,
  - 16.5.1.2. state the reason for the meeting,
  - 16.5.1.3. state the date, time and venue of the Meeting,
  - 16.5.1.4. incorporate an applicable agenda.

#### 16.5.2. AGM & SGM MEETING NOTICES

- 16.5.2.1. Preliminary Notice of General Meetings shall be distributed in writing to the Members not less than thirty(30) calendar days before the date of such meeting.
- 16.5.2.2. Such Preliminary Notice shall incorporate a provisional agenda including but not limited to:
  - 16.5.2.2.1. The preliminary business of the meeting,
  - 16.5.2.2.2. Notification of Management Committee positions for re-election; and
  - 16.5.2.2.3. Notification of sub-committees and co-opted Members to be elected; and
  - 16.5.2.2.4. Notification of deadlines for the submission of Nominations.
- 16.5.2.3. All Councillors shall notify the Secretary, within fifteen (15) days of the posting of the notice, of any matters which they wish to be included on the Agenda.
  - 16.5.2.3.1. Such matters must be fully described and motivated.
- 16.5.2.4. The Final Notice convening a General Meeting shall:
  - 16.5.2.4.1. be distributed to the Members, by the Secretary, not more than fifteen (15) calendar days and not less than ten days (10) calendar days before the date of such meeting;
  - 16.5.2.4.2. specify the business to be transacted at that meeting and only those items will be discussed at the meeting.
- 16.5.3. The Notice days referred to shall exclude the day on which notice is given and include the day of the Meeting.
- 16.5.4. The unintentional omission to give notice of a Meeting to any person, entitled to receive such notice, shall not invalidate the proceedings at that General Meeting.

### 16.6. NOMINATION PROCEDURES FOR ELECTIONS

- 16.6.1. Nomination by Members nominating another Member to represent them must do so on an official SAPPRF nomination form and must be signed by the proposer and the nominee.
- 16.6.2. Nominations must reach Council not later than seven (7) days before the commencement of an Annual General Meeting.

- 16.6.3. The original nomination form or certified-copy must be presented at the Meeting.
- 16.6.4. A member may only nominate one nominee to represent them for any single available position.
- 16.6.5. Nominees may only be elected to the position to which they have been nominated.
- 16.6.6. It shall be permissible for the same person to be nominated for more than one position, however; the nomination for any alternative post is conditional upon him or her not being elected to the first post for which he or she is nominated.
- 16.6.7. Nominees do not have to be present at an Annual General Meeting.
- 16.6.8. Any nomination not complying with the procedure set out in the above paragraphs as well as the policies of SAPPRF shall be null and void and be disregarded.

## 16.7. ANNUAL GENERAL MEETINGS

- 16.7.1. Provincial Annual General Meetings of SAPPRF Provincial Bodies shall be held within Thirty(30-) days of the financial year-end.
- 16.7.2. Annual General Meetings shall state the business to be transacted at the meeting and the following documents must be available:
- The agenda,
  - The minutes of the last Annual General Meeting,
  - Audited financial statements,
  - Annual Chairperson’s Report,
  - List of nominated members to stand for election,
  - The minutes of any Special and/or General Meeting held since the last AGM.
- 16.7.3. Business to be transacted at an Annual General Meeting, shall be, but not limited to:
- Welcome;
  - Apologies;
  - To receive members credentials and record their eligibility to vote;
  - Members must declare any conflict of interest with regards to the agenda, and must recuse themselves from the discussion and voting, if applicable, of said conflict of interest;
  - To confirm the minutes of the preceding Annual General Meeting and of any other general meetings that may have been held subsequent to the last Annual General Meeting;
  - Chairpersons report;
  - Matters arising from the minutes of the preceding Annual General Meeting;
  - Financial report, including treasurer’s report, the budget, discussion and adoption thereof, with or without modification;
  - Sub-Committee Reports, if applicable;
  - The transaction of any special or general business on condition that notice of such business has been received by The Directors in writing at least 14 (fourteen) days prior to the Annual General Meeting;
  - The election of the office bearers;
  - Adjourn or close the meeting.

## 16.8. QUORUM

- 16.8.1. Quorum of SAPRRR meetings will be 50% (+1 person) of the voting power of the meeting.
- 16.8.2. No business shall be transacted unless a Quorum is present.

- 16.8.3. Should any meeting have been properly convened but no Quorum is present after thirty minutes, the meeting shall stand adjourned for fifteen (15) minutes, after the lapse of which the meeting will proceed with those members present constituting a Quorum.

## 16.9. CONDUCT AT MEETINGS

- 16.9.1. The Chairperson, Vice-Chairperson or Secretary, in that order, shall chair all meetings of SAPPRF, failing which the meeting shall elect one of its members, by majority vote, to chair the meeting.
- 16.9.2. In the event that the person chairing the meeting is eligible for election to a position on the National Executive Committee or Provincial Management Committee, the Chairperson, Vice-Chairperson or Secretary, in that order, shall chair the meeting for the duration of that election, failing which the meeting shall appoint an Independent Electoral Officer, to chair the meeting for the duration of the election.
- 16.9.3. Any Member, or their representative, shall be entitled attend and speak, but not vote, at any meeting of Council; provided such Member shall;
- 16.9.3.1. have submitted written notification to the Council of such intention, including
- 16.9.3.1.1. the full details of any matter such member is desirous of raising at such Meeting, and
- 16.9.3.1.2. such notification is received by the Secretary not less than fifteen (15) days prior to the date of such meeting.
- 16.9.3.2. have been requested by the Chairman of the meeting to participate, speak or give comment.
- 16.9.4. At any Council meetings, decisions may only be taken on those items detailed on the agenda as Special Business.
- 16.9.4.1. Any other motions are for discussion under non-binding business, in order to establish the feeling of the meeting for possible inclusion on the agenda of the following meeting.
- 16.9.5. All meetings shall be conducted in accordance with the relevant Policy Document.

## 16.10. MINUTES AND INSPECTION

- 16.10.1. Detailed minutes must be kept by the relevant Secretary of all General Meetings, Council Meetings, Committee Meetings, and sub-committee or task team Meetings.
- 16.10.2. The minutes of any Meeting must be published within thirty (30) days from the date of the meeting.
- 16.10.3. All resolutions of SAPPRF, proposed and passed at AGM's and/or SGM's shall be recorded in a register (written and/or electronic) provided for that purpose, and are available for scrutiny by any member of SAPPRF as may be requested.

## 16.11. ADJOURNMENT

- 16.11.1. The chairperson of a meeting shall, if directed to do so by a properly constituted meeting, adjourn the meeting to a place and time determined by the meeting. At such adjourned Meeting, no business shall be transacted other than unfinished business remaining from the meeting which was adjourned.
- 16.11.2. Adjournment of a meeting constitutes fair and ample notice of the adjourned meeting. Only in the event of a meeting being adjourned for a period of thirty (30) days or more, shall notice of the adjourned meeting be required as for in the case of the original meeting.

## 16.12. VOTING

- 16.12.1. Any motion put to the vote at a General Meetings shall be:
  - 16.12.1.1. by secret ballot.
  - 16.12.1.2. carried by majority vote unless otherwise determined elsewhere in this Constitution.
- 16.12.2. Voting for the election of office bearers shall be by secret ballot.
- 16.12.3. Matters requiring a decision shall be decided by a majority vote, unless otherwise determined elsewhere in this Constitution.
- 16.12.4. In the event of an equality of votes, the person chairing the meeting shall be entitled to a casting vote.
- 16.12.5. All voting at General Meetings shall be overseen by an impartial adjudicator.
  - 16.12.5.1. Should a meeting take place over electronic communication, then;
    - 16.12.5.1.1. votes will be sent electronically to the impartial adjudicator, who will only provide the outcome of the votes to the meeting, or
    - 16.12.5.1.2. a suitable secret ballot electronic voting system should be used.
- 16.12.6. Co-Opted members to Council or Committees shall not have any votes.

## 16.13. PROXIES

- 16.13.1. Proxy votes will be accepted, provided that:
  - 16.13.1.1. the proxy is signed by both the member providing the proxy and the member holding the proxy.
  - 16.13.1.2. the member holding the proxy must be a councillor.
  - 16.13.1.3. the proxy is used for the specific purpose for that which it was intended.
  - 16.13.1.4. both the member providing the proxy and the member holding the proxy are in Good Standing and are eligible to vote.
- 16.13.2. A Member may only hold a maximum of 1 (one) proxy vote.

## 17. STRUCTURE OF SAPPRF

The structure of SAPPRF will be as follows:

### 17.1. NATIONAL COUNCIL

The SAPPRF Council shall be the highest authority of SAPPRF and shall determine its policies, decide upon its budget and give directives to the National Executive Committee, Provincial Councils and Provincial Management Committees.

#### 17.1.1. COUNCIL MEMBERS

17.1.1.1. The National Council shall consist of the following:

17.1.1.1.1. The National Executive Committee

17.1.1.1.2. Councillors nominated by the various Provincial Federations or the Chairperson of the Provincial Federation, of whom one each shall be nominated by any Provincial Federation with the required number of SAPPRF Members to do so, as determined by the Council from time to time.

17.1.1.2. Any individual who is a Provincial or National President of SASSTCo may not at the same time be a member of the Council.

#### 17.1.2. TERMS OF OFFICE

17.1.2.1. All members of the National Council shall be eligible for reappointment or re-election, as the case may be.

17.1.2.2. The following National Councillors shall hold office until, and shall retire on the date of the National Annual General Council Meeting following their appointment:

17.1.2.2.1. Provincial Councillors

17.1.2.2.2. National Match Organiser Councillors

17.1.2.3. In the event of a Provincial or National Match Organiser Councillor's death, resignation or termination of office for any reason whatsoever, the Member Organisation entitled to elect such Councillor, shall be entitled to appoint another Councillor in place thereof.

17.1.2.4. Any person replacing a Councillor 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.

17.1.2.5. Any member of National Council who, without having first obtained leave of absence from National Council, shall otherwise than in circumstances beyond his or her control, not attend three (3) consecutive meetings of National Council, of which meetings due notice has been given shall be deemed to have resigned from National Council.

#### 17.1.3. NATIONAL COUNCIL MEETINGS

##### 17.1.3.1. AGM

17.1.3.1.1. The National Annual General Meeting of SAPPRF shall be held within one hundred and twenty (120) days of the financial year-end, and no earlier than thirty (30) days of the financial year-end.

##### 17.1.3.2. SGM

17.1.3.2.1. The National Council will convene a National Council Special General Meeting within thirty (30) days of receipt of a request in writing, to hold such meeting, signed by;

17.1.3.2.1.1. 60% or more of the National Council.

#### 17.1.3.3. NOMINATION TO NATIONAL COUNCIL

- 17.1.3.3.1. Nominations for National Councillors shall be submitted in writing by any Provincial Federation, no later than fifteen (15) days prior to the date of the National Council meeting at which such members are to be elected.
- 17.1.3.3.2. Each Provincial Federation shall be entitled, when applicable, to nominate one (1) person for election as:
  - 17.1.3.3.2.1. National President,
  - 17.1.3.3.2.2. National Vice-President,
  - 17.1.3.3.2.3. National Treasurer,
  - 17.1.3.3.2.4. The National Legal Representative.

#### 17.1.3.4. ORDINARY NATIONAL COUNCIL MEETINGS

- 17.1.3.4.1. National Council shall meet as often as is required to enable it to discharge its duties and shall in any event meet at least once every six (6) months.
- 17.1.3.4.2. Any three (3) members of the National Council shall be entitled, on giving written notice to the Secretary, to call a National Council meeting.

#### 17.1.3.5. VOTING AT ORDINARY NATIONAL COUNCIL MEETINGS

- 17.1.3.5.1. Members of the National Executive Committee shall each have one (1) vote.
- 17.1.3.5.2. Provincial Federation Councillors shall each have one (1) vote.
- 17.1.3.5.3. National Match Organiser Councillors shall each have one (1) vote.
- 17.1.3.5.4. Members of the National Council shall:
  - 17.1.3.5.4.1. vote on all resolutions by a show of hands, or electronically similar;
  - 17.1.3.5.4.2. decide on all matters by a simple majority vote.

#### 17.1.3.6. SUB-COMMITTEES

- 17.1.3.6.1. National Council shall have the right to appoint, Sub-Committees, including but not limited to the following, or distribute the portfolio among the members of the Council.
  - 17.1.3.6.1.1. National Selection Committee
  - 17.1.3.6.1.2. National Match Directors Committee
  - 17.1.3.6.1.3. National Disciplinary Committee

#### 17.1.4. GOVERNANCE

- 17.1.4.1. The National Council shall control all expenditure of the funds of SAPPRF and shall not incur any liability nor enter into any commitment which cannot be discharged out of the available funds of SAPPRF.
- 17.1.4.2. No cheque or promissory note drawn on behalf of SAPPRF shall be valid unless signed by any 2 (two) of the following persons;
  - the Chairperson,
  - the Vice- Chairperson,
  - the Treasurer,
  - or any other employee of SAPPRF who has been authorised by National Council to have signing powers.

- 17.1.4.3. National Council shall be entitled to make any and all by-laws or regulations necessary to promote the aims and objectives of the Federation and such by-laws and/or regulations shall be:
  - 17.1.4.3.1. ratified at the next National General Meeting;
  - 17.1.4.3.2. binding upon members.

#### 17.1.5. POWERS OF THE NATIONAL COUNCIL

- 17.1.5.1. Except where otherwise stated herein and subject to the provisions of this constitution, National Council shall be vested generally with all such powers and authorities as are necessary to promote and attain the objects of SAPPRF and, without in any way limiting the generality of the afore-going, National Council shall have all such powers and authorities as are necessary to carry out the duties and functions referred below;
  - 17.1.5.1.1. The management, control and administration of affairs of SAPPRF shall vest in the National Council.
  - 17.1.5.1.2. The ownership, control and administration of all the assets of SAPPRF shall vest in the National Council.
  - 17.1.5.1.3. The National Council shall have the authority to take decisions and act on behalf of SAPPRF in all matters concerning it and to do all things not inconsistent with the Objectives or the provisions of this Constitution.
  - 17.1.5.1.4. In particular, the National Council will be responsible for the general policy making of SAPPRF, and the ratification or otherwise, of the acts and actions performed and taken by the Executive Committee.
  - 17.1.5.1.5. To make and pass rules, by-laws or regulations and to add to, repeal or alter such rules, by-laws or regulations, with or without penalties for the carrying out, administration and implementation of this Constitution and the attainment of the Objectives of SAPPRF.
  - 17.1.5.1.6. Notwithstanding the provisions of the Terms Of Office, the National Council shall be entitled at any duly constituted Council meeting to remove from office any Councillor, and/or any other member thereof.
  - 17.1.5.1.7. The National Council shall be entitled to co-opt members to the National Council, from time to time.
  - 17.1.5.1.8. The National Executive Committee shall be entitled to act between National Council meetings on behalf of the National Council but notwithstanding any other provisions of this Constitution, the National Executive Committee will be responsible to the National Council for all actions taken by it.
  - 17.1.5.1.9. The National Executive Committee shall be entitled to co-opt members to the National Executive Committee, from time to time.
  - 17.1.5.1.10. The duties and responsibilities of the individual members of committees shall be as determined by the National Council from time to time.
  - 17.1.5.1.11. SAPPRF may, from time to time, employ full-time, part-time and/or temporary employees and/or contractors as may be required.
    - 17.1.5.1.11.1. Such terms of employments shall be subject to the applicable legislation.
- 17.1.5.2. No member of National Council shall be entitled to any remuneration.

## 17.2. NATIONAL EXECUTIVE COMMITTEE OR EXCO

### 17.2.1. EXCO MEMBERS

- 17.2.1.1. The National Executive Committee shall consist of the following members:
  - 17.2.1.1.1. The Chairperson,
  - 17.2.1.1.2. The Vice- Chairperson,
  - 17.2.1.1.3. The Secretary,
  - 17.2.1.1.4. The Treasurer,
  - 17.2.1.1.5. A Representative of Athletes Commission,
  - 17.2.1.1.6. The Representatives of the National Match Organisers, as determined by the National Council from time to time,
  - 17.2.1.1.7. The National Portfolio Representatives,
  - 17.2.1.1.8. The Legal Representative.
- 17.2.1.2. All members of the National Executive Committee must have ready access to internet, email and tele-conferencing.
- 17.2.1.3. No more than four (4) members of the National Executive Committee may be affiliated to the same Provincial Member.

### 17.2.2. TERMS OF OFFICE

- 17.2.2.1. All members of the National Executive Committee shall be eligible for reappointment or re-election, as the case may be.
- 17.2.2.2. All members shall hold office until, and shall retire at the applicable time on the date of the National Council AGM two (2) years following their appointment or if re-elected/appointed for another 2-year period in the same position
- 17.2.2.3. No member shall serve more than two (2) consecutive terms in the same specific position,
- 17.2.2.4. Members shall be eligible for re-election to: the same position, only after a further Term of 2 years of Office has passed or in a different position.
- 17.2.2.5. Members shall be elected, as follows:
  - 17.2.2.5.1. Chairperson - each even numbered year
  - 17.2.2.5.2. Vice-Chairperson - each odd numbered year
  - 17.2.2.5.3. Secretary - each odd numbered year
  - 17.2.2.5.4. Treasurer - each even numbered year
  - 17.2.2.5.5. Marketing, Public Relations Officer - each odd numbered year
  - 17.2.2.5.6. Development and Transformation Officer - each even numbered year
  - 17.2.2.5.7. Events, Schedules, Venues and Matches Officer - each odd numbered year
  - 17.2.2.5.8. Rules & Technical Officer - each even numbered year
  - 17.2.2.5.9. Legal Representative - each odd numbered year
- 17.2.2.6. In the event of a vacancy occurring in whatever way in the ranks of the Executive Committee as elected in terms of the above, the remaining Executive Committee members may appoint a successor subject to ratification at the next National Council meeting.

### 17.2.3. MEETINGS

- 17.2.3.1. In addition to the general acceptable methods of meetings, the National Executive Committee shall also be able to meet via electronic group communication, provided that all members of the committee are subscribed to the discussion group, such as;
  - 17.2.3.1.1. Internet Group Discussion; such as but not limited to WhatsApp, Skype, Facebook Messenger, Teams, etc
  - 17.2.3.1.2. Email Discussion.

### 17.3. NATIONAL PORTFOLIO AND SUB-COMMITTEES

- 17.3.1. The National Council shall have the power to convene and/or instruct any SAPPRF committee/portfolio to carry out such duties as the National Council may deem to be in the interest of SAPPRF and are within the terms of reference of that committee.
- 17.3.2. All matters dealt with by such committees/portfolios shall be referred back to National Council, which shall not be bound by the decisions of such committees/portfolios, but may accept, reject or alter the recommendations and/or decisions of such committees/portfolios.

#### 17.3.3. NATIONAL PORTFOLIO COMMITTEES

- 17.3.3.1. The following National Portfolios must be implemented:
  - 17.3.3.1.1. Marketing, Public Relations
  - 17.3.3.1.2. Development and Transformation
  - 17.3.3.1.3. Events, Schedules, Venues and Matches
  - 17.3.3.1.4. Rules & Technical
- 17.3.3.2. Each National Portfolio Committee will comprise of the Provincial Portfolio Representatives of the equivalent Provincial Portfolio Committee.
- 17.3.3.3. The Chairman of each National Portfolio Committee will represent that committee on the National Executive Committee.
- 17.3.3.4. The National Portfolio Committee Representatives will be elected from the National Portfolio Committees by the National Council, excluding the National Portfolio Representatives.

#### 17.3.4. NATIONAL SUB-COMMITTEES COMMITTEES

- 17.3.4.1. The Chairman of each National Sub-Committee will represent that Sub-Committee and report back to the National Executive Committee as required.
- 17.3.4.2. Sub-Committee's do not have any votes on the National Executive Committee.

## 17.4. PROVINCIAL FEDERATION

A SAPPRF Provincial Federation is the autonomous controlling and administrative body of SAPPRF and Practical Precision Rifle sport within its province of its jurisdiction.

17.4.1. Provincial Federations that meet the following requirements shall be entitled to nominate a Councillor to represent them on the National Council and vote on their behalf at such National Meetings:

17.4.1.1. The Provincial Federation must have at least ten (10) paid up and current SAPPRF Natural Members.

### 17.4.2. STATUS OF PROVINCIAL FEDERATIONS

17.4.2.1. Each Provincial Federation will be a voluntary Association of members, which will have a corporate identity separate from that of its Members, and is entitled to sue and to be sued in its own name and, notwithstanding any change in the composition of its Members from time to time, shall have perpetual succession.

17.4.2.2. The Provincial Federation shall be affiliated to the National Federation, and its articles of incorporation and constitution shall mirror that of the National Federation.

### 17.4.3. AREA OF JURISDICTION

17.4.3.1. The geographical area of jurisdiction of the Provincial Body shall be the applicable South African Provincial Geo-political area.

### 17.4.4. PROVINCIAL OBJECTIVES

17.4.4.1. to be and to operate and function as the autonomous controlling and administrative body of the sport of Practical Precision Rifle within its Province.

17.4.4.2. to direct, develop, promote and administer the sport of Practical Precision Rifle within the Provincial area of its jurisdiction in accordance with SAPPRF principals;

17.4.4.3. to select Provincial Representative Athletes at all levels for participation in any tournaments whether same be local or national.

17.4.4.4. to award, in conjunction with Provincial Sports Shooting Confederation requirements, District and/or Provincial colours in terms of the criteria laid down in the Rules and Regulations and Selection Policies.

### 17.4.5. PROVINCIAL COUNCIL MEMBERS

Provincial Committees shall consist of the following persons:

17.4.5.1. The Provincial Council shall consist of the following:

17.4.5.1.1. The Provincial Management Committee

17.4.5.1.2. Councillors nominated by the various Clubs, within the Province, of whom one (1) each shall be nominated by any Club with the required number of SAPPRF Members to do so, as determined by the National Council from time to time.

17.4.5.1.3. The Representatives of the Match Organisers within the Province, as determined by the Provincial Council from time to time.

17.4.5.2. Any individual who is a Provincial President of SASSCo may not at the same time be a member of the Provincial Council.

17.4.5.3. The following National Executive Committee members will sit Ex-Officio on each Provincial Council, but shall have no Voting Rights in such Provincial Council.

17.4.5.3.1. National Chairperson,

17.4.5.3.2. National Vice- Chairperson,

17.4.5.3.3. National Treasurer.

#### 17.4.6. TERMS OF OFFICE

17.4.6.1. All members of the Provincial Council shall be eligible for reappointment or re-election, as the case may be.

17.4.6.2. The following Provincial Councillors shall hold office until, and shall retire on the date of the Provincial Annual General Council Meeting following their appointment:

17.4.6.2.1. Club Councillors

17.4.6.2.2. Match Organiser Councillors

17.4.6.3. In the event of a Club or Match Organiser Councillor's death, resignation or termination of office for any reason whatsoever, the Member Organisation entitled to elect such Councillor, shall be entitled to appoint another Councillor in place thereof.

17.4.6.4. Any person replacing a Councillor 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.

17.4.6.5. Any member of a Provincial Council who, without having first obtained leave of absence from Provincial Council, shall otherwise than in circumstances beyond his or her control, not attend three (3) consecutive meetings of a Provincial Council, of which meetings due notice has been given shall be deemed to have resigned from such Provincial Council.

#### 17.4.7. PROVINCIAL COUNCIL MEETINGS

##### 17.4.7.1. AGM

17.4.7.1.1. A Provincial Annual General Meeting of SAPPRF shall be held within sixty (60) days of the financial year-end, and no earlier than thirty (30) days of the financial year-end.

##### 17.4.7.2. SGM

17.4.7.2.1. A Provincial Council will convene a Provincial Special General Meeting within thirty (30) days of receipt of a request in writing, to hold such meeting, signed by;

17.4.7.2.1.1. 30% or more of the Provincial Council.

##### 17.4.7.3. NOMINATION TO PROVINCIAL COUNCIL

17.4.7.3.1. Nominations for Provincial Councillors shall be submitted in writing by any Clubs, no later than fifteen(15) days prior to the date of a Provincial Council meeting at which such members are to be elected.

17.4.7.3.2. Each Club shall be entitled, when applicable, to nominate one (1) person for election as:

17.4.7.3.2.1. Provincial Chairperson,

17.4.7.3.2.2. Provincial Vice- Chairperson,

17.4.7.3.2.3. Provincial Treasurer.

#### 17.4.7.4. ORDINARY PROVINCIAL COUNCIL MEETINGS

- 17.4.7.4.1. Provincial Council shall meet as often as is required to enable it to discharge its duties and shall in any event meet at least once every six (6) months.
- 17.4.7.4.2. Any three (3) members of a Provincial Council shall be entitled, on giving written notice to the Secretary, to call a Provincial Council meeting.

#### 17.4.7.5. VOTING AT ORDINARY NATIONAL COUNCIL MEETINGS

- 17.4.7.5.1. Members of a Provincial Executive Committee shall each have one (1) vote.
- 17.4.7.5.2. Club Councillors shall each have one (1) vote.
- 17.4.7.5.3. Provincial Match Organiser Councillors shall each have one (1) vote.
- 17.4.7.5.4. Members of a Provincial Council shall:
  - 17.4.7.5.4.1. vote on all resolutions by a show of hands, or electronically similar;
  - 17.4.7.5.4.2. decide on all matters by a simple majority vote.

#### 17.4.7.6. SUB-COMMITTEES

- 17.4.7.6.1. Provincial Council shall have the right to appoint, Sub-Committees, including but not limited to the following, or distribute the portfolio among the members of the Council.
  - 17.4.7.6.1.1. Provincial Selection Committee
  - 17.4.7.6.1.2. Provincial Match Directors Committee
  - 17.4.7.6.1.3. Provincial Disciplinary Committee

#### 17.4.8. GOVERNANCE

- 17.4.8.1. The Provincial Council shall control all expenditure of the funds of the Provincial Federation and shall not incur any liability nor enter into any commitment which cannot be discharged out of the available funds of the Provincial Federation.
- 17.4.8.2. No cheque or promissory note drawn on behalf of SAPPRF shall be valid unless signed by any 2 (two) of the following persons;
  - the Provincial Chairperson,
  - the Provincial Vice-Chairperson,
  - the Provincial Treasurer,
  - or any other employee of The Provincial Federation who has been authorised by Provincial Council to have signing powers.
- 17.4.8.3. Provincial Council shall follow all by-laws or regulations, provided by the National Federation, necessary to promote the aims and objectives of the Federation and such by-laws and/or regulations.

#### 17.4.9. POWERS OF THE PROVINCIAL COUNCIL

- 17.4.9.1. Except where otherwise stated herein and subject to the provisions of this constitution, Provincial Council shall be vested generally with all such powers and authorities as are necessary to promote and attain the objects of SAPPRF and, without in any way limiting the generality of the afore-going, Provincial Council shall have all such powers and authorities as are necessary to carry out the duties and functions referred below;
  - 17.4.9.1.1. The management, control and administration of affairs of the Provincial Federation shall vest in the Provincial Council.

- 17.4.9.1.2. The ownership, control and administration of all the assets of Provincial Federation shall vest in the Provincial Council.
- 17.4.9.1.3. The Provincial Council shall have the authority to take decisions and act on behalf of the Provincial Federation in all matters concerning it and to do all things not inconsistent with the Objectives or the provisions of this Constitution.
  - 17.4.9.1.3.1. However; the SAPPRF National Council will be responsible for the general policy making of SAPPRF, and the ratification or otherwise, of the acts and actions performed and taken by the Executive Committee.
- 17.4.9.1.4. Notwithstanding the provisions of the Terms Of Office, the Provincial Council shall be entitled at any duly constituted Provincial Council meeting to remove from office any Provincial Councillor, and/or any other member thereof.
- 17.4.9.1.5. The Provincial Council shall be entitled to co-opt members to the Provincial Council, from time to time.
- 17.4.9.1.6. The Provincial Management Committee shall be entitled to act between Provincial Council meetings on behalf of the Provincial Council but notwithstanding any other provisions of this Constitution, the Provincial Management Committee will be responsible to the Provincial Council for all actions taken by it.
- 17.4.9.1.7. The Provincial council shall be entitled to co-opt members to the Provincial Management Committee, from time to time.
- 17.4.9.1.8. The duties and responsibilities of the individual members of provincial committees shall be as determined by the Provincial Council from time to time.
- 17.4.9.1.9. The Provincial Federation may, from time to time, employ full-time, part-time and/or temporary employees and/or contractors as may be required.
  - 17.4.9.1.9.1. Such terms of employments shall be subject to the applicable legislation.
- 17.4.9.1.10. Provincial Council shall be eligible to make any and all by-laws or regulations necessary to promote the aims and objectives of the Provincial Federation, provided such by-laws and/or regulations are approved by the National Council, and such by-laws and/or regulations shall be:
  - 17.4.9.1.10.1. ratified at the next Provincial General Meeting;
  - 17.4.9.1.10.2. binding upon members within the Province.
- 17.4.9.2. No member of Provincial Council shall be entitled to any remuneration.

## 17.5. PROVINCIAL MANAGEMENT COMMITTEE OR MANCO

### 17.5.1. MANCO MEMBERS

- 17.5.1.1. The Provincial Management Committee shall consist of the following members:
  - 17.5.1.1.1. The Provincial Chairman,
  - 17.5.1.1.2. The Provincial Vice-Chairman,
  - 17.5.1.1.3. The Secretary,
  - 17.5.1.1.4. Representative of PRS 22,
  - 17.5.1.1.5. A Representative of the Centre-fire ,
  - 17.5.1.1.6. Any position as may be required from time to time as e.g. -  
The Representative of Provincial Match Directors Committee  
and/or,
  - 17.5.1.1.7. The Provincial Portfolio Representatives,
- 17.5.1.2. All members of the Provincial Executive Committee must have ready access to internet, email and tele-conferencing.
- 17.5.1.3. No more than four (4) members of the Provincial Executive Committee may be affiliated to the same Member Organization.

### 17.5.2. TERMS OF OFFICE

- 17.5.2.1. All members of the Provincial Management Committee shall be eligible for reappointment or re-election, as the case may be.
- 17.5.2.2. All members shall hold office until, and shall retire at the applicable time on the date of the Provincial Council AGM two (2) years following their appointment or if re-elected/appointed for another 2 year period.
- 17.5.2.3. No member shall serve more than (2) consecutive terms in the same position.
- 17.5.2.4. Members shall be eligible for re-election to:
  - 17.5.2.4.1. the same position, only after a further 2-year Term of Office has passed.
  - 17.5.2.4.2. or in a different position.
- 17.5.2.5. Members shall be elected, as follows:
  - 17.5.2.5.1. Chairperson - each even numbered year
  - 17.5.2.5.2. Vice-Chairperson - each odd numbered year
  - 17.5.2.5.3. Secretary - each odd numbered year
  - 17.5.2.5.4. Representative PRS 22 - each even numbered year
  - 17.5.2.5.5. Representative Centre fire.
  - 17.5.2.5.6. Any position as may be required from time to time as e.g. .  
Development and Transformation Officer - each even numbered year
  - 17.5.2.5.7. Events, Schedules, Venues and Matches Officer - each odd numbered year
  - 17.5.2.5.8. Rules & Technical Officer - each even numbered year
- 17.5.2.6. In the event of a vacancy occurring in whatever way in the ranks of the Management Committee as elected in terms of the above, the remaining Management Committee members may appoint a successor subject to ratification at the next National Council meeting.

### 17.5.3. MEETINGS

- 17.5.3.1. In addition to the general acceptable methods of meetings, the Provincial Management Committee shall also be able to meet via electronic group communication, provided that all members of the committee are subscribed to the discussion group, such as;
  - 17.5.3.1.1. Internet Group Discussion; such as but not limited to WhatsApp, Skype,

17.5.3.1.2. Facebook Messenger, Teams, etc  
Email Discussion.

## 17.6. PROVINCIAL PORTFOLIO AND SUB-COMMITTEES

- 17.6.1. A Provincial Council shall have the power to convene and/or instruct any SAPPRF committee/portfolio to carry out such duties as such Provincial Council may deem to be in the interest of SAPPRF and are within the terms of reference of that committee.
- 17.6.2. All matters dealt with by such committees/portfolios shall be referred back to their Provincial Council, which shall not be bound by the decisions of such committees/portfolios, but may accept, reject or alter the recommendations and/or decisions of such committees/portfolios.

### 17.6.3. PROVINCIAL PORTFOLIO COMMITTEES

- 17.6.3.1. The following Provincial Portfolios are required.
  - 17.6.3.1.1. Marketing, Public Relations
  - 17.6.3.1.2. Development and Transformation
  - 17.6.3.1.3. Events, Schedules, Venues and Matches
  - 17.6.3.1.4. Rules & Technical
- 17.6.3.2. Each Provincial Portfolio Committee Chairperson shall be nominated and elected to such Portfolio Committee by the Provincial Council, excluding the Provincial Portfolio Representatives.
- 17.6.3.3. The Chairman of each Provincial Portfolio Committee shall:
  - 17.6.3.3.1. represent that committee on:
    - 17.6.3.3.1.1. the Provincial Management Committee.
    - 17.6.3.3.1.2. the National Portfolio Committee of the same name.
  - 17.6.3.3.2. select, as required and subject to Provincial Management Committee approval, between one (1) and four (4) other Natural Provincial Members to assist them on such Provincial Portfolio Committee.
- 17.6.3.4. The Chairman of a National Portfolio Committee may sit Ex-Officio on the associated Provincial Portfolio Committee, but shall have no Voting Rights in such Provincial Portfolio Committee.

### 17.6.4. PROVINCIAL SUB-COMMITTEES COMMITTEES

- 17.6.4.1. The Chairman of each Provincial Sub-Committee will represent that Sub-Committee and report back to the Provincial Management Committee as required.
- 17.6.4.2. Sub-Committee's do not have any votes on the Provincial Management Committee or on the Provincial Council.

## 18. CLUBS

It is intended where possible that Clubs are the portal to SAPPRF membership. In addition to the Club Membership requirements, Clubs shall have the following rights within SAPPRF;

- 18.1. Clubs that meet the following requirements shall be entitled to nominate a Councillor to represent them on their relevant Provincial Council and vote on their behalf at such Provincial Meetings:
  - 18.1.1. The Club must have at least three (3) SAPPRF Members.
  - 18.1.2. The Club must have at least fifteen (15) paid up and current members participating in any Shooting Sport(s).
- 18.2. Only Natural SAPPRF Members within a Club shall be eligible for election to SAPPRF Provincial or National Councils or Committees.
- 18.3. Club Councilor's need not be a member of the committee of such a Club; although it is recorded that it is recommended that they are in the interest of close co-operation and

liaison between such Club and a Provincial Federation.

- 18.4. Clubs shall be entitled to raise any concern, proposal or request to be considered by a Provincial Council, subject thereto that such requests shall either be:
  - 18.4.1. in writing, addressed to the Provincial Secretary, clearly defining the subject matter and details thereof, or
  - 18.4.2. verbally raised with any of the ManCo Members, and followed by a written submission to the Provincial Secretary, or
  - 18.4.3. raised at a meeting of their Provincial Federation as a general item.

## 19. MATCH ORGANISERS

The rights, privileges and representation of Match Organisers are follows;

- 19.1. Match Organisers that meet the following requirements shall be entitled to nominate, from within their Organisation, a Councillor to represent them on their relevant Provincial Council and vote on their behalf at such Provincial Meetings:
  - 19.1.1. The Match Organiser has been approved by the relevant Provincial Council to host Provincial Matches,
  - 19.1.2. The nominated Match Organiser Councillor is not already a Provincial Councillor,
  - 19.1.3. The Match Organiser is not an Affiliated Club with Councillor representation,
  - 19.1.4. The Match Organiser must have organised and successfully run one (1) recognised and approved SAPPRF match within the previous twelve (12) months.
- 19.2. Match Organisers that meet the following requirements shall be entitled to nominate, from within their Organisation, a Councillor to represent them on the National Council and vote on their behalf at such National Meetings:
  - 19.2.1. The Match Organiser has been approved by the National Council to host National or International Matches,
  - 19.2.2. The nominated Match Organiser Councillor is not already a National Councillor,
  - 19.2.3. The Match Organiser must have organised and successfully run a minimum of two (2) recognised and approved SAPPRF Provincial matches within the previous twelve (12) months.
- 19.3. Only Natural SAPPRF Members within a Match Organiser Organisation shall be eligible for election to SAPPRF Provincial, National Councils or Committees.
- 19.4. Match Organisers shall be entitled to raise any concern, proposal or request to be considered by the relevant Council, subject thereto that such requests shall either be:
  - 19.4.1. in writing, addressed to the relevant Secretary, clearly defining the subject matter and details thereof, or
  - 19.4.2. verbally raised with any of the ManCo or ExCo Members, and followed by a written submission to the relevant Secretary, or
  - 19.4.3. raised at a relevant meeting of Provincial or National Federation as a general item.

## 20. ATHLETES COMMISSION or REPRESENTATIVE

The Athletes Commission serves as a link between Athletes and SAPPRF.

The Mission of the Athletes Commission is to ensure that Athletes viewpoints are part of the decision making process within all levels of SAPPRF.

The Responsibilities of the Athletes Commission are to:

- Empower Athlete Representation in decision-making processes.
- Support Athlete Development in their sporting and non-sporting careers.
- Promote Athlete Involvement in decision-making.
- Ensure Athlete Representation in decision-making.

## 20.1. PROVINCIAL ATHLETES COMMISSION

- 20.1.1. Athletes within each Province shall amongst themselves nominate and elect an Athlete Representative to represent them on their Provincial Council.

## 20.2. NATIONAL ATHLETES COMMISSION

- 20.2.1. The Athlete Representatives elected to the Provincial Councils shall amongst themselves nominate and appoint an Athlete Representative to represent them on the National Council.
- 20.3. Should the position of Athlete Representative remain vacant on any Council for more than fifteen(15) days, then such Council shall have the right to appoint an Athlete as the Athlete Representative until such time as an Athlete Representative is duly elected.

## 21. AWARDING OF COLOURS

The Federation acknowledges that the ultimate recognition of excellence for its Members is the awarding of both Provincial and National colours. The awarding of colours will at all times be subject to having achieved a high standard of success in relation to standards experienced on a national competition level.

Awarding of colours will therefore be as follows:

- 21.1. The National Council alone will be empowered to award National Colours.
- 21.1.1. Official South African Colours must be applied for, by the National Council through the Chairman, through SASSCo to SASCOC.
- 21.1.1.1. Such request for the awarding of Official National Colours may or may not be granted by SASSCo or SASCOC.
- 21.2. A Provincial Council alone will be empowered to award Provincial Colours.
- 21.2.1. Official Provincial Colours must be applied for, by the Provincial Council, through the relevant Provincial Shooting Sport Confederation, to the Provincial Sports Council.
- 21.2.1.1. Such request for the awarding of Official Provincial Colours may or may not be granted by the relevant Provincial Shooting Sport Confederation.
- 21.3. To be eligible for colours at competition level the following provisos to be met:
- 21.3.1. The Members must have been selected for an approved event or competition.
- 21.3.2. That the Member must have met the requirements of the Provincial or National Selection Policy, as outlined by the National Council or Provincial Council as the case may be from time to time.
- 21.3.3. A recipient of colours shall not be obliged to pay for colours, however the costs of colour apparel will have to be borne by the recipient.
- 21.3.4. Recipients of Colours shall at all times, even after the lapse of their membership, act in accordance with the SAPPRF Code of Conduct.
- 21.3.5. Colours may only be displayed by the person to whom it has been awarded.
- 21.3.6. National and/or Provincial Council reserves the right to withdraw colours from any Member that has been found guilty of a transgression in accordance with the Federation's Judicial Code

## 22. TEAM SELECTION

- 22.1. The National or Provincial Federations may at their discretion select and appoint teams and individuals to represent the respective Federation at events and competitions approved by the Federation.
- 22.2. A suitably skilled Team Manager and/or Team Captain shall be appointed either for a specific event or for a defined period of time.
- 22.3. The Federation will ensure that the Selection Policy for teams is at all times transparent, consistent and in the best interest of the Federation.
- 22.4. The approval of events for team selection will be at the discretion of the relevant Council, and will include but not be restricted to SAPPRF run national competitions.
- 22.5. The awarding of colours, recognition or any type of reward system for selected team members will require the relevant Council approval.
- 22.6. All selected team members will be selected in accordance with the Selection Policy agreed upon by the Federation.
- 22.7. Members who have been selected will need to be informed ASAP of their selection.
- 22.8. Members who are selected but who are not able to attend the event may be replaced by the next eligible member.
- 22.9. Members who have been selected but do not attend the event without a valid reason will be subject to the Disciplinary Process within the Judicial Code.

## 23. EVENTS AND COMPETITIONS

- 23.1. The Federation will ensure that within reason, all competitions, events and activities are, both Nationally and Provincially, coordinated by means of a set Annual Calendar.
- 23.2. The Annual Calendar will be finalised and approved by the Provincial Councils and National Council and published within one month of the start of the Federation's calendar year.
- 23.3. Any changes to the calendar subsequent to publication as a result of inclement weather and or logistical obstacles will be subject to Council approval within a reasonable time frame.
- 23.4. All Clubs and Match Organisers will ensure their respective events and competitions are included in the Provincial and/or National calendar when it is compiled.

## 24. DISPUTES

- 24.1. Any Member shall be entitled to request that any complaint or matter be considered by the Provincial Council, subject thereto that such requests:
  - 24.1.1. shall be in writing, be addressed to the Provincial Secretary, clearly define the subject matter of the issue.
  - 24.1.2. shall be accompanied by the endorsement of such complaint or matter by at least four (4) Members.
  - 24.1.3. shall be dealt with in accordance with the SAPPRF Judicial Code.
  - 24.1.4. will at all times include the involvement of the Members' Club where practical.

## 25. FINANCE

- 25.1. The National Executive Committee will administer the SAPPRF Office.

### 25.2. FINANCIAL YEAR

- 25.2.1. The financial year of SAPPRF shall extend from the first (1st) day of March to the

- last day of February of the following year.
- 25.2.2. The membership year of SAPPRF shall extend from the first (1st) day of April to the last day of March of the following year.
- 25.2.3. Members shall pay an annual membership fee as determined at the Annual National Council meeting, which fees shall be paid not later than the last day of April.

### 25.3. BUDGET

- 25.3.1. For the finalisation of the SAPPRF budget; Provincial Federations, Sub-Committees, and Portfolio Committees must submit their budget to the National Executive Committee by the 1st of April each year.
- 25.3.2. The SAPPRF National budget needs to be completed before the National AGM and no later than the end of May each year.

### 25.4. ACCOUNTS, REGISTERS AND RECORDS

- 25.4.1. The National Executive Committee shall cause to be kept such accounts, entries, registers and records as are necessary for the proper working of SAPPRF.
- 25.4.2. The National Executive Committee will finalise such accounts, entries, registers and records, and draft financial statements for SAPPRF by the end of March each year to be delivered to the auditors.
- 25.4.3. The Auditors will be required to audit the books of account and express an opinion on the draft statements by, barring any unforeseen circumstances, the end of May each year.
- 25.4.3.1. Audited Annual Financial Statements will be available by no later than two (2) weeks thereafter, and shall;
- 25.4.3.1.1. shall be circulated to all members of the Executive Council, as soon as possible after the finalisation of the accounts.
- 25.4.3.1.2. shall be submitted to the National Council by the National Executive Committee at each Annual National Council meeting in respect of the Financial Year immediately prior to that Annual General National Council meeting.
- 25.4.4. Audited Annual Financial Statements of the previous Financial Year must be made available upon request to any Member of SAPPRF within 7 (seven days) of the request having been made in writing.
- 25.4.5. SAPPRF accounting records and reports must be prepared and handed to the Director of Non-profit Organisations within six (6) months of the Financial Year-End.

### 25.5. TREASURER RESPONSIBILITIES

- 25.6. The National Treasurer shall be responsible for:
- 25.6.1. The operation of a basic financial management system including appropriate internal controls, protocols and audit process.
- 25.6.2. Financial control to ensure that SAPPRF remains solvent, is able to meet its financial obligations at all times, and monitors its income and expenditure against the budget and recommends appropriate action in this regard to the National Council as necessary.
- 25.6.3. Reporting of the financial affairs of SAPPRF to the Council on a regular basis and at the AGM on an annual basis.
- 25.6.4. The preparation and submission of audited financial statements to the AGM after the end of the financial year of SAPPRF.

- 25.6.5. The opening and closing of bank accounts.
- 25.6.6. The names of persons authorised to operate bank accounts.
- 25.6.7. The conditions required for the issuing of instructions to SAPPFR's bankers in terms of:
  - 25.6.7.1. The numbers and names of people permitted to make payments,
  - 25.6.7.2. The limits up to which people are authorised to make payments,
  - 25.6.7.3. The names of people authorised to receive information relating to transactions on any SAPPFR bank account.

## 25.7. FUNDS & MONIES

- 25.7.1. Receipts shall be issued for all monies received.
- 25.7.2. All monies received on behalf of SAPPFR shall become the property of SAPPFR and forthwith be deposited in the bank to the credit of SAPPFR.
- 25.7.3. Funds received by SAPPFR shall be utilised to achieve the main objectives of SAPPFR as set out in this constitution, giving due consideration to investing only that which is necessary in administrative costs in proper support thereof.
- 25.7.4. All expenditure of SAPPFR shall receive prior approval in terms of a policy on control and approval of expenditure that will be issued by the National Council, and updated from time to time as deemed necessary by the National Council.
- 25.7.5. All NLDTF funds allocated to SAPPFR shall be disbursed strictly in accordance with the requirements of the NLDTF funded projects and in line with the lottery agreement.
- 25.7.6. In pursuit of SAPPFR's main objectives, income will be generated by means of annual subscription fees, entry levies, grants and/or donations or such other sources of income as may be identified and approved by the National Council from time to time.

## 25.8. ASSETS AND PROCEEDS

- 25.8.1. SAPPFR shall maintain a fixed asset register.
- 25.8.2. SAPPFR may not give any of its money or property to its members or office bearers provided that a member or office bearer may be paid a reasonable amount for services rendered for SAPPFR by such member or office bearer.
- 25.8.3. A member of SAPPFR shall only be reimbursed for expenses as such member has paid out for or on behalf of SAPPFR upon presentation of relevant documentation.

## 26. DISSOLUTION

- 26.1. SAPPFR shall be dissolved, or resolve to merge with any other Non-Profit Organisation/ Company having objectives similar to those of SAPPFR, if agreed upon at an Annual General Meeting or at a Special General Meeting called specifically for the purpose of dissolution by a 75% majority of Members present and permitted to vote.
- 26.2. Upon dissolution, any asset remaining after all of its liabilities have been met must be transferred to another Non-Profit Organisation/Company having similar objectives.

## 27. LIMITATION OF LIABILITY

- 27.1. Save for as provided for in Section 76 of the Companies Act 71 of 2008, the Councillors, staff and employees have limited liability in that such persons are not liable for the debts and obligations of SAPPFR, unless there is a clear violation of the Act.

## 28. INDEMNITY

- 28.1. Save as provided for in terms of Section 76 of the Companies Act 71 of 2008, Councillors are indemnified by SAPPRF from and against all losses arising out of the execution of their duties and actions for and on behalf of SAPPRF, provided that such loss or damage is not occasioned by the negligence, default, breach of duty, or breach of trust by such Councillor, Committee member, official or similar.
- 28.2. It is specifically recorded that SAPPRF shall not be responsible for any debts of whatsoever nature incurred by any Member as a consequence of such Member entering into any contract with a third party in regard to any Event organised or arranged by such Member.
- 28.3. National Council will ensure that appropriate insurance policies are in place for SAPPRF.

## 29. DRUG FREE SPORT

SAPPRF will implement the Rules and Regulations of the South African Institute for Drug-free Sport ("SAIDS") and the World Anti-Doping Agency ("WADA") as defined from time to time.

## 30. CONFLICT OF INTEREST AGREEMENT

- 30.1. A Conflict of Interest agreement, determined by National Council from time to time, shall be signed by all:
  - 30.1.1. National Councillors,
  - 30.1.2. Provincial Councillors,
  - 30.1.3. SAPPRF Committee Members,
  - 30.1.4. SAPPRF Officials,
  - 30.1.5. Match Organisers,
  - 30.1.6. Members representing SAPPRF; Internationally, Nationally or Provincially.

## 31. CODE OF CONDUCT, JUDICIAL CODE & DISCIPLINARY PROCESS

- 31.1. In order to establish and maintain behaviours, relations and activities that is conducive to the stated objectives of the Federation and the desired wider aims and intentions of Shooting Sports and its parent bodies, the
  - 31.1.1. National Council:
    - 31.1.1.1. Shall have in place and enforce an appropriate Code of Conduct for all members of the Federation.
    - 31.1.1.2. Shall always ensure that all its Councillors, Members, Officials and Office bearers act in a manner complimentary to the objectives and goals of the Federation and will deal with any transgressions in accordance with the Disciplinary Process outlined in the Judicial Code.
    - 31.1.1.3. establish and maintain fair, transparent and decisive procedures and policies to address all transgressions, complaints and grievances by Members, Club and Officials.
  - 31.1.2. National & Provincial Councils:
    - 31.1.2.1. may appoint a relevant Judicial Committee from within the ranks of the Provincial Federation, to act on its behalf or to:
      - 31.1.2.1.1. investigate and recommend disciplinary action against any Member, or
      - 31.1.2.1.2. regulate behaviour between members.
- 31.2. Within a Provincial Federation if;
  - 31.2.1. any dispute or disagreement remains unsolved the Provincial Sports Council will be requested to assist.

- 31.2.2. in the event that no resolution is found or accepted, then the Provincial Council will seek guidance from the SAPPRF National Council.
- 31.3. Before any disciplinary action is taken against any Member, the Federation will afford them the opportunity to state their case, and to explain or defend themselves either in writing or verbally to the relevant appointed disciplinary body.
- 31.4. Any Member against whom disciplinary action is taken by any Judicial Body to whom disciplinary powers have delegated in terms of this Constitution, shall have a right of appeal in accordance with the relevant Appeal Process outlined in the Judicial Code.
- 31.5. The decision after the Appeal Process will be deemed to be final and any subsequent ruling will be binding on all parties.
- 31.6. All efforts will be made to resolve all disputes and disagreements within the Federation's structures. This could include the involvement of competent current and past Members of the Federation.
- 31.7. The Arbitration Act No.42 of 1965 will be the last resort for parties to settle a dispute.
  - 31.7.1. The party that initiates the Arbitration will bear all the costs and expenses of such action.
- 31.8. Any Disciplinary Body appointed in terms of this constitution shall be obliged to report to their appointing Council in writing, on all matters attended to, and to furnish such Council, with such explanation and/or information as they may request.

## 32. INTERPRETATION

The interpretation of this Constitution, Rules and Regulations, Code of Conduct, and Disciplinary Code made there under shall rest entirely with the National Council, whose interpretation shall be final and binding on all SAPPRF members.

## 33. AMENDMENTS TO THE CONSTITUTION

- 33.1. This Constitution shall not be amended, rescinded or added to except at a National Annual General Meetings or National Special General Meetings of SAPPRF.
- 33.2. Notice of the intention to amend, rescind or add to the Constitution must be distributed to the Members thirty (30) days prior to a National General Meeting.
- 33.3. For any amendment, rescission or addition to this Constitution to be effective it shall require the support of 75% of the National Council present and entitled to vote at the General Meeting concerned.

# ANNEXURE A – FEDERATION DIAGRAM

