

CONSTITUTION OF THE SOUTH AFRICAN TARGET RIFLE ASSOCIATION

1. INFORMATION

Revision Date: March 2017

Previous Revision Date: April 2006

Documents: This constitution also includes the following:

- Code of Conduct
- Disciplinary Code and Procedure

2. NAME

The Association shall be known as the South African Target Rifle Association (incorporating the South African Small-Bore Rifle Association), hereinafter referred to as the Association.

3. REGOGNITION

- 3.1. The Association recognises SASCOC, the South African Sport Confederation and Olympic Committee duly recognized and approved by the Department of Sport and Recreation as the governing body of Sport in the Republic of South Africa.
- 3.2. The Association recognises "SA SHOOTING SPORTS CONFEDERATION" hereafter referred to as SASSCo, as the body recognised by SASCOC as the organisation responsible for SHOOTING in the Republic of South Africa,
- 3.3. The principle of non-racialism is recognised and accepted. By this it is meant, broadly, that race should not be, and may not be, a basis of discriminating against or affording privilege to any person or group of persons.

4. OBJECTIVES

- 4.1. To promote and encourage target rifle shooting throughout the Republic of South Africa. Target shooting refers to the following activities:
 - 4.1.1. small-bore rifle target shooting as defined by the International Shooting Sport Federation and the International Olympic Committee, adapted for local conditions as appropriate
 - 4.1.2. 300 metre full-bore rifle target shooting as defined by the International Shooting Sport Federation and the International Olympic Committee, adapted for local conditions as appropriate
 - 4.1.3. 10m and Three Positional air rifle shooting, adapted for local conditions as appropriate
- 4.2. To govern and control target rifle shooting throughout the Republic of South Africa.
- 4.3. To arrange, organize, conduct or assist in championship meetings of a national or international nature and national trials.
- 4.4. To select and organise representative teams to participate in international competitions.

- 4.5. To act in an advisory capacity in all matters pertaining to target rifle shooting throughout the Republic of South Africa.
- 4.6. To convene and encourage conferences or meetings with a view to the establishment, development and activity of target rifle clubs throughout the Republic of South Africa.
- 4.7. To levy subscriptions, accept donations, contributions and bequests and to take any other suitable fund-raising steps as may be necessary for the financing of the Association's activities or to further its objects.
- 4.8. To apply annually to be a member of SASSCo and to abide by their Constitution, Rules and Regulations, as well as to affiliate to any National or International sports body as the Annual General Meeting upon the recommendation of the national executive may decide.
- 4.9. To associate itself with all such other lawfully constituted Associations and Organisations as shall be decided by EXCO, whether within or without the area of jurisdiction of SA SHOOTING SPORTS FEDERATION and irrespective of whether or not such other Associations or Organisations be connected with the sport of SHOOTING.

5. CODE OF CONDUCT

- 5.1. The Association and its members subscribe to, support and endorse the following code of conduct:
- 5.2. The proliferation of illegal firearms is contrary to the safety of persons, exacerbates crime and hinders the South African Police Services in the execution of their duties as a guardian of the people of South Africa. To this end the Association endorses the aims of the Firearms Control Act.
- 5.3. As sport shooters we support and promote the safe and responsible use of our firearms in the pursuit of our sport.
- 5.4. Understanding that ours is a sport that is practised competitively at the highest levels of sport nationally and internationally and that, as sportsmen and women, we behave competitively in practising the sport, we nevertheless strongly subscribe to sporting behaviour that is at all times legally, ethically and morally irreproachable.
- 5.5. The Association and its members undertake to sanction any member who wilfully breaches this code of conduct or who knowingly submits incorrect or fraudulent information as outline in the Disciplinary Code and Procedure
- 5.6. As a shooting sport organisation the Association is acutely aware that it has both a legal and moral responsibility to behave with integrity at all times and it accepts this responsibility seriously and undertakes to fulfil the obligations that this responsibility places on it with due diligence.
- 5.7. The Association strongly opposes and condemns the use of illegal performance enhancing substances in sport.
- 5.8. The Association understands and supports the need for the development of previously disadvantaged sportsmen and women in South Africa and actively embraces this concept in our sport.
- 5.9. Coaches and managers undertake to instil in their athletes an ethic of fair and even handed competition and values that will make them good sporting ambassadors for our country.

6. DEDICATED SPORT SHOOTERS

- 6.1. The following criteria will apply in defining a shooter as a dedicated sport shooter:
- 6.1.1. Any member who participates in at least 50% of all annual formally organised and SATRA approved events at either/or affiliated club level, affiliated provincial level, national level or international level.
 - 6.1.2. Any member, who although no longer himself/herself an active competitive shooter, owns a small-bore target rifle(s) and uses same to actively train and coach other shooters at any level in accordance with a SATRA approved training programme. This is particularly relevant for SATRA's development programme.
- 6.2. The participation figures need to be submitted by Clubs and Provinces before 31 December each year in order for the secretary to submit the figures to the Central Firearm Registry before 31 January each year.

7. MANAGEMENT

The affairs of the Association shall be vested in and administered by a Council and managed by an Executive Committee appointed by Council. Any member of the Association is eligible to hold office on the Executive Committee.

8. COUNCIL

The Council shall consist of representatives nominated by each region as defined in Clause "REGIONS". The number of representatives of each region will be determined by proportional representation according to the number of members in good standing in each region.

The proportional representation will be determined as follows:

- 1 - 5 members: one representative without voting rights
- 6 - 20 members: one representative with one vote
- more than 20 members: two representatives with one vote each.

9. POWERS OF THE COUNCIL

- 9.1. The Council shall be vested with the ownership, control and administration of all the assets of the Association, and shall have full power to make decisions on all matters defined under the Clause "OBJECTS". All such decisions shall be binding on all members.
- 9.2. The Council shall have the power to borrow money for the purposes of the Association, against the security of the property of the Association or any part thereof provided there is no financial commitment on behalf of SATRA members over and above normal membership subscriptions and affiliation fees. The Council may instruct the Executive Committee to appoint subcommittees to deal with any particular matter, and the Executive Committee may delegate to such a subcommittee the appropriate authority
- 9.3. Subject to the provisions of this Constitution, the Chief Executive Officer, acting on behalf of Council, will have overall control of the management of the affairs and assets of the Association. With the written permission of Council, the CEO is empowered to purchase or otherwise acquire on behalf of the Association lands and tenements and other property, to erect and maintain buildings required for the purpose of the Association and to dispose by sale, exchange or otherwise any property of the Association.

10. EXECUTIVE COMMITTEE

The Annual General Meeting of members shall biennially elect the President, a Vice-President, a Secretary and a Treasurer, who together with any other persons deemed necessary shall function as an Executive Committee. Once a member is elected to the Executive Committee, the member may forfeit Regional representation and can then be replaced by another representative from that Region on the Council if the member was a Regional representative. However, if an Executive Committee member forfeits Regional representation the member no longer has a vote on Council.

11. DUTIES OF THE EXECUTIVE COMMITTEE

11.1. PRESIDENT

The President acts as the chief executive officer and shall preside at all meetings. The President shall act as the Chairman of Council at all Council meetings. The President acting as chief executive officer of the Association shall be responsible for the efficient running of the day-to-day affairs of the Association.

11.2. VICE-PRESIDENT

The Vice-President will stand in for the President in case he/she is not available.

11.3. SECRETARY

The Secretary will control and manage all administrative affairs.

11.4. TREASURER

The treasurer will be responsible for keeping record of all transactions, incomes and expenditures. All payments made requires two signatories and all amounts exceeding R5,000 requires approval by the Exco. Amounts exceeding R10,000 requires Council approval.

11.5. ADDITIONAL MEMBERS

The function of the additional members shall be to perform tasks as designated to them by the chief executive officer acting on behalf of Council.

12. TERM OF OFFICE

The President and Secretary shall hold office for two years after which they will be eligible for re-election. Other members of the Council shall hold office for one year, or until such time as their successors have been appointed by their particular Regional Association. Ideally, the President and the Secretary shall be elected in alternate years so as to ensure the continuity of the Executive Committee.

The members elected to positions of President, Vice-President, Secretary and Treasurer will be limited to serving a maximum of two consecutive terms or four years in any one position.

13. QUORUM

A quorum of the Council shall consist of 50% of the Council members having the vote as per clause 6 being present.

14. VOTING

- 14.1. All the members of the meeting of the Council who satisfy clause 6 have one vote only with the exception of the President. If the Secretary and Treasurer represent a region they also have a vote. In the event of an equality of votes, the Council shall embark upon further

discussion of the issue in question in an attempt to break the deadlock. However, if an equality of votes again arises then the President shall have a casting vote.

14.2. Voting at Council and General Meetings shall be by means of secret ballots.

15. PATRONS AND HONORARY MEMBERS

The council may elect annually a patron-in-chief, patrons and honorary life members.

16. AUDITOR

The books and accounts of the Association shall be audited once a year by a qualified auditor appointed by Council. The balance sheet and revenue and expenditure accounts shall after receipt be submitted at the first meeting of the Council. Such accounts shall be signed and certified by the auditor and by the Chairman and the Secretary and shall be made available to Council members for discussion with their respective constituencies.

17. FINANCIAL YEAR

The financial year of the Association shall commence on the first day of January of each year and end on the last day of December.

18. MEMBERSHIP

Membership of the Association shall be open to:

18.1. All Regional target rifle associations and their members who comply with the rules and the ideals of the South African Target Rifle Association, subject to their applications being approved by the South African Target Rifle Association. The following categories of membership are available:

- a. Regional target rifle association membership
- b. Individual life membership
- c. Individual annual senior membership
- d. Individual annual junior membership.

18.2. A senior member is a person 21 years or older on 1st January in any particular year, whereas a junior member is a person under the age of 21 on 1st January in any particular year.

19. ALTERNATIVE REPRESENTATIVES

19.1. If any representative of a Region cannot attend a meeting of the Association, his place shall be taken by an alternate, as notified to the Association in writing, in pursuance of a resolution passed by the Region concerned.

19.2. An alternate, whilst acting in place of a representative, shall exercise and discharge all duties and functions of the Region he represents, and shall be entitled to vote at meetings of the Association, providing the Region that he represents qualifies to vote according to Clause "VOTING" of this constitution.

20. DISCIPLINE, SUSPENSION AND EXPULSION

The Council shall have the power to suspend, expel or otherwise discipline any member of the Association whose continued membership is deemed to be not in the interests of the Association. Any disciplinary action against an individual member or a member association will be taken in accordance with the Disciplinary Code and Procedure of the Association.

21. DISPUTE RESOLUTION AND/OR GRIEVANCE PROCEDURE

- 21.1. Any individual, Club or Region who has a problem or grievance needs to submit that to the Secretary of SATRA in writing. Depending upon the nature of the grievance, the Exco and/or Council will address the grievance and respond.
- 21.2. Should the complainant not receive any response within 14 days, he/she has the right to escalate the matter to SASSCO only after confirming that the written complaint was received by SATRA
- 21.3. Should SATRA be unable to resolve the complaint within 60 days, the complainant has the right to escalate the matter to SASSCO.

22. MEMBERSHIP FEES

The membership fees as determined by the Council are payable in advance for the financial year and payable before 28 Feb each year. This is required in order for SATRA to pay SASSCO affiliation fees before 31 March, based on the number of paid members.

23. PERIOD OF MEMBERSHIP

The period covered by an annual membership fee shall be one calendar year from the first day of January of each year to the last day of December of each year.

24. ANNUAL GENERAL MEETING

The annual general meeting of the membership shall be held at a date and time as determined by Council. Notice of such meeting shall be given to all members at least 30 (thirty) days prior to the holding of the meeting. Items to be included on the agenda for the annual general meeting must reach the Secretary at least 14 (fourteen) days before the meeting is scheduled to be held. Only members who have been in good standing of the Association for a period of at least one year prior to the meeting may vote at a general meeting of members.

25. EXTRAORDINARY GENERAL MEETING

- 25.1. An extraordinary General Meeting shall be called by the Council at a time and place decided upon by the Council, within one month upon receipt of a written request by any Region of the Association.
- 25.2. Notice of such a meeting shall be given to the Secretaries of Regional Associations at least 14 (fourteen) days prior to the holding of the meeting.

Only that business which is contained in the request shall be dealt with at the meeting.

26. COUNCIL MEETINGS

At least 21 (twenty one) days' notice, except in the case of an emergency, shall be given to each member of the Council specifying the time and place of the meeting. Items to be included on the agenda for the Council meeting must reach the Secretary at least 14 (fourteen) days before the

meeting is scheduled to be held. The agenda must be distributed at least 7 (seven) days prior to the meeting.

27. AFFILIATIONS

The Association may affiliate with any organisation or association or body if it is in the interests of the Association and deemed desirable.

28. RULES

The Council shall apply the rules and regulations of the International Shooting Sport Federation (ISSF) to all events under its control, provided that the Council may also apply such variations as it considers appropriate for local conditions.

29. REGIONS

The following regions are recognised as provincial regions or provinces as constituted by the Government:

- a. EASTERN CAPE REGION
- b. NORTHERN CAPE REGION
- c. WESTERN CAPE REGION
- d. GAUTENG NORTH REGION
- e. MPUMALANGA REGION
- f. GAUTENG REGION
- g. KWAZULU-NATAL REGION
- h. FREE STATE REGION
- i. LIMPOPO REGION

30. NEW REGIONS

- 30.1. Any body or persons being desirous of becoming a region of the Association shall make application to the Association, in writing, this application must be supported by an existing region of the Association.
- 30.2. A province or region may be sub-divided into a maximum of 3 regions, should the AGM approves of such subdivision.
- 30.3. The application will be considered at the next AGM.

31. AMENDMENT OF CONSTITUTION

- 31.1. The constitution of the Association shall not be altered, added to or amended, except by a special resolution passed at a general meeting of members of the Association.
- 31.2. Copies of such a resolution shall be in the hands of all members of the Association, at least 1 (one) calendar month before the date of the meeting.

31.3. The resolutions shall be deemed to be carried if a majority of two-thirds or more of the members present vote in favour of the alteration, amendment or addition.

32. INTERPRETATION OF THIS CONSTITUTION

Any disputes arising out of or in connection with the enforceability of this constitution or the application and interpretation of the provisions thereof or any dispute between this Association and the SOUTH AFRICAN SHOOTING SPORTS CONFEDERATION shall be referred to SASCOC (The South African Sport Confederation and Olympic Committee) or the designated statutory body determined by the appropriate government department, for resolution through mediation or expedited arbitration.

33. DISSOLUTION

If upon the winding up or dissolution of the Association there remain, after settlement of all its debts and liabilities, any property or assets, such assets may be donated or transferred to some other institution or association having objects similar to the objects of this Association.

SOUTH AFRICAN TARGET RIFLE ASSOCIATION

DISCIPLINARY CODE AND PROCEDURE

1.1 Preamble

Sport shooting is a sport in every sense of the word and is recognized as such by the International Olympic Committee, the International Shooting Sport Federation and a number of other international shooting sport organizations. It is nevertheless practiced with firearms and, while we expect our sportsmen and women to be highly competitive, we also expect them to display discipline and moral and ethical behaviour that is beyond reproach.

To this end this disciplinary code is applicable to all members of SATRA.

1.2 Schedule of Offences

This schedule of offences is not exhaustive and any person who intends formulating a disciplinary charge against a member must use this list as a guideline for formulating such a charge.

1.2.1 Dangerous/Negligent/Abusive Behaviour

- Any action involving a firearm that jeopardises the safety others.
- Unduly aggressive behaviour on a firing range.
- Being abusive towards others on a firing range.

1.2.2 Dishonesty

- Providing false information for the purposes of obtaining association membership or a certificate of competency or accreditation as a dedicated member.
- Providing false information for the purposes of obtaining a firearm license.
- Tampering with or in any way altering scoring targets, either of a competitor or of the shooter him/herself.
- Deliberately recording incorrect information to advantage or disadvantage any person.
- Using prohibited equipment in any formal competition.
- Tampering with the equipment of another competitor or in any way interfering with another competitor during a competition.
- Deliberately and maliciously making false accusations against any member.

1.2.3 Substance Abuse

- Being under the influence of any substance that impairs judgement and could lead to unsafe behaviour.

- The prohibited use of performance enhancing substances.

1.2.4 Failure to Obey Lawful Instructions

- Failure to obey any decision, ruling or lawful instruction of the executive committee or the council of SATRA or any person authorized thereto by SATRA.

1.3 Penalties

The list of penalties is meant to provide guidance to the chairman of a disciplinary hearing and is not meant to remove any discretion the chairman has, being guided also by circumstance and situation.

1.3.1 Dangerous/Negligent/Abusive Behaviour

1.3.1.1 Deliberately Dangerous Behaviour.

A lifetime ban from membership of SATRA.

1.3.1.2 Negligent Behaviour

Depending on the circumstances a penalty varying from a caution or reprimand to a ban of up to 1 year.

1.3.1.3 Abusive behaviour

Depending on the nature of the offence, the penalty could vary from a caution to a ban of up to six months.

1.3.2 Dishonesty

1.3.2.1 Giving false information for the purpose of fraudulently obtaining membership or a certificate of competency or classification as a dedicated member.

A lifetime ban from membership of SATRA.

1.3.2.2 Giving false information for the purposes of fraudulently obtaining a firearm license.

A lifetime ban from membership of SATRA.

1.3.2.3 All other forms of dishonesty can attract a maximum penalty of a two-year ban.

1.4 Reporting

Under match conditions, all offences which is safety related needs to be reported to the Range Officer immediately, prior to laying a charge.

2.0 Disciplinary Procedure

This procedure is deliberately couched in informal terms and structures. This in no way detracts from the seriousness of its intent nor does it trivialise the nature of the possible transgressions or the sanctions against such transgressions.

2.1 Laying a Charge

Any person wishing to lay a charge against another person in terms of this code or the code of conduct of SATRA may do so by simply recording the complaint in writing and directing it to the secretary of SATRA. This written complaint must stipulate the nature of the incident and the place, time and date thereof. It must also include any other information that may be useful to SATRA in dealing with the matter such as the names of any witnesses or any relevant documents.

2.2 Preparing for a Disciplinary Hearing

2.2.1 On receipt of a written complaint the secretary must bring it to the attention of the executive committee of SATRA within 48 hours.

2.2.2 The executive committee, or an appropriate number of members of that committee, which must at least include the president or person nominated by him/her, must meet within 7 days to discuss the matter and decide on a course of action. A course of action may include:

2.2.2.1 A decision that, based on the evidence provided to it, the executive committee is unable to proceed and the complainant must be asked to provide additional information, failing which the matter would be dropped.

2.2.2.2 A decision that the matter is trivial and that no further action would be taken.

2.2.2.3 A decision to proceed with disciplinary action.

2.2.3 In each of the above cases the secretary must inform the complainant appropriately and request the additional information as indicated in 2.2.2.1 if this is required.

2.2.4 If the decision is to proceed with a disciplinary hearing the following action must be taken;

2.2.4.1 Secretary to inform the alleged offender of the charges against him/her and provide him/her with all the information available to the executive committee.

2.2.4.2 Executive committee to appoint a suitable person to chair the disciplinary hearing. The rest of the hearing committee must include at least 2 members of the Council. **The president should preferably not be part of a disciplinary committee as he/she is required to handle any appeals. If it is unavoidable that the President must handle a disciplinary hearing then a suitable person must be appointed to handle the appeal hearing. Such a person need not be a member or office bearer of SATRA but must be a person of sufficient standing and experience to handle such matters.**

2.1.4.3 Secretary to Arrange: Decide on a place, date and time for the disciplinary hearing and advise all persons involved, giving them enough time to prepare and to make any travel and accommodation arrangements. If it is deemed prudent to postpone a disciplinary hearing for a reasonable period because this would make it easier to bring all the parties together the executive may do so after giving notice to all the parties concerned. Such a postponement may not be for longer than 2 months except that in the case of a charge of behaviour that deliberately endangered the safety of others or the intent to obtain any certificate fraudulently, immediate action must be initiated.

2.2 Conducting a Disciplinary Hearing

Before the hearing:

- 2.2.4 The secretary must ensure that all the parties have been informed of the place, date and time of the hearing and that all are satisfied with the arrangements and have confirmed their participation
- 2.2.5 The secretary must ensure that all the logistical arrangements for the hearing are in place.
- 2.2.6 The secretary must ensure that all documentation required is correct and has been given to all the relevant persons timeously.
- 2.2.7 The chairman of the hearing must satisfy himself that the secretary has complied with the above.

At the hearing:

- 2.2.8 The chairman must ensure that all are present and correct and that the hearing can commence.
- 2.2.9 The charges must again be explained to the “accused”

- 2.2.10 The “complainant” must now state his/her case fully and without interruption other than through the chair to obtain clarity on any matter.
- 2.2.11 The “accused” now states his/her case, again without interruption except to obtain clarity.
- 2.2.12 Any witnesses for the complainant are now called and the accused is allowed to “cross-examine” them to clarify their statements.
- 2.2.13 Similarly witnesses for the “accused” are called and may be cross-examined.
- 2.2.14 The chairman and the other members of the committee are allowed to ask questions to obtain clarity and understanding as the matter progresses. Under no circumstances may they take a position on the matter during the hearing.
- 2.2.15 During the hearing, except when they are required in the hearing, all the witnesses must be excluded from the hearing and must not be allowed to collude during the hearing.

After the hearing:

- 2.2.16 Having satisfied himself/herself that the disciplinary committee has examined the matter to the fullest extent the hearing is adjourned and all the parties may leave.
- 2.2.17 The committee must now debate the matter with the view to reaching a decision. This debate must not be rushed and due diligence must be exercised to ensure that an appropriate decision is made. If necessary the debate must continue at a later date.
- 2.2.18 Once the committee has reached a decision the “accused” and the “complainant” must be informed of the committee’s decision and the decision must be confirmed to them in writing.

3 Appeals

The decision of the disciplinary committee may be taken on appeal as follows:

- 3.1 A written submission must be made by the “accused” to the president within 7 days of the decision being communicated in writing to the “accused”.
- 3.2 The president must convene the disciplinary committee within a further 7 days of receiving the notice of appeal. He/she must then establish to his/her satisfaction the reasons for the decision. He/she must then either:
 - 3.2.4 Uphold the decision
 - 3.2.5 Set aside the decision
 - 3.2.6 Modify the decision to some lesser penalty considered appropriate.

3.3 If the appeal ruling of the president is unacceptable the “accused” may refer the matter to SASSCO and request the mediation through the SASSCOC Dispute Resolution Process.