

SOMERSET WEST PISTOL CLUB CONSTITUTION

1. **NAME:**

The name of the Club is the Somerset West Pistol Club, hereinafter referred to as "The Club".

2. **HEADQUARTERS:**

The headquarters of the Club shall be in Somerset West.

3. **OBJECTS:**

- (a) To promote and encourage handgun and other firearm shooting disciplines amongst persons of repute residing in the Somerset West and district area with a view towards recreation and a sport by improving marksmanship.
- (b) To establish and maintain a Shooting Club for the use of club members and guests and generally to afford to them all the usual privileges, advantages and facilities of a Shooting Club.
- (c) To purchase, hire or otherwise acquire ground suitable for a Shooting Range and to build, purchase, lease or otherwise provide or acquire all such buildings, structures, equipment, apparatus and other conveniences as may be necessary for the fulfillment or furtherance of the object of the Club; and to furnish, alter, repair, enlarge, uphold or maintain same.
- (d) To hire or employ the labour or services of any person or persons necessary for the purpose of the Club and to pay them salaries or remuneration for each labour or services rendered.
- (e) To promote, hold or organize, either alone or jointly with other clubs, institutions or persons, firearm shooting competitions and matches and to offer, give or contribute towards prizes, awards, trophies or medals in respect thereof and to promote and hold appropriate social entertainments.
- (f) To affiliate or combine with or to promote or assist any other body, institutions or organizations recognized by the South African Pistol Association and having objects similar to those of the Club.
- (g) To do all such lawful things as are incidental or conducive to attainment of any or all of the above objects.

- (h) To establish sub-sections within the Club to provide facilities for clay pigeon and other disciplines of shooting, which in the opinion of the Committee can safely be conducted on the Club's Range.

4. **COMMITTEE:**

The management control and administration of the Club shall vest the Committee, which shall consist of the following office bearers:

- (a) Chairman, Vice-Chairman, Secretary/Treasurer and Assistant, or Secretary and Treasurer, additional members not exceeding 3 (three) in number. They shall be proposed, seconded and elected by a ballot or a show of hands at each Annual General Meeting, when they shall retire, but they shall be eligible for re-election from year to year. Only club members may hold office on the Committee.
- (b) the Committee shall have the power from time to time to co-opt members for such purposes or to delegate such duties to members as the Committee may decide, and to depute to them if necessary any powers and duties of the Committee itself.
- (c) The ownership, control and administration of all assets of the Club shall vest in the Committee, who shall have the power to deal with the Club's assets as they see fit, in the interest of the Club.
- (d) All monies paid into or received by the Club, shall be deposited in a savings account with a recognized Bank or Building Society. The Club may also operate a current banking account and cheques may be drawn at the instance of the Committee under the signatures of any **2 (two)** of the following: **Chairman, Vice-Chairman, Secretary or Treasurer.**
- (e) The Club through the Committee may borrow, raise or give security for money by the issue of bills of exchange, promissory notes or other obligations or securities or by the property of the Club.
- (f) The Committee may authorize any office-bearer to enter into any agreement, contract or undertaking on behalf of the Club, for the purpose of attaining the objects of the Club.
- (g) The Committee shall hold meetings at its discretion. Due notice of the agenda of such meetings, together with a copy of the minutes of the previous meetings, to be given to the office-bearers by the Secretary. Minutes shall be taken at all meetings. **The 3 (three) office-bearers shall constitute a quorum at Committee meetings.**
- (h) Club members shall be kept informed of decisions at Committee meetings.

- (i) The Committee may appoint delegates or observers to the Provincial Association to which it affiliates or, in the absence of such Association, to the South African Pistol Association.
- (j) Vacancies in the Committee may be filled by the appointment of office-bearers by a majority vote of the remaining office-bearers; provided that if more than two vacancies exist, a special meeting shall be called and new office-bearers shall be appointed and elected by ballot.
- (k) The Committee shall have the power to make, repeal and amend such by-laws as they may consider necessary from time to time for the benefit of the Club, which by-laws, repeals and amendments shall have effect until otherwise determined by the Committee or a general meeting.

5. **RULES AND REGULATIONS:**

The Committee shall appoint Range Officers who shall officiate at all Club Shoots and who shall have the power to remove from the Range any person who fails to observe their instructions or commands or who in their sole opinion conducts himself in a manner prejudicial to the safety of himself and others.

No person under the age of 16 shall be allowed on the Range, unless approved by the Range Officer on duty.

6. **FINANCIAL YEAR:**

The financial year of the Club shall terminate on the last day of February each and every year.

7. **MEMBERSHIP:**

- (a) Any person who may lawfully possess a firearm and who has been proposed and seconded by 2 (two) members of the Club, may apply for membership upon payment of the prescribed application fee. Application shall be made in writing to the Committee. Membership shall be allowed on a temporary basis for 1 (one) month after application has been made, at the expiry of which period the Committee shall decide on such application. Should any application for membership be refused, the said fee will be refunded.

The acceptance or refusal of any person as a member shall be at the sole discretion of the Committee, whose decisions shall be final and binding.

The annual membership fee as prescribed from time to time shall be due and payable by every member, one month after the commencement of the current financial year. Should any new member join after this date, his subscription will be calculated pro rate on a quarterly basis.

- (b) Any member who fails to pay his membership fee within 1 (one) month after due date shall not be entitled to enjoy or make use of any rights, privileges, benefits, facilities or amenities afforded to members for as long as his membership remains unpaid and if any such member fails to pay his membership fee within a further period of 1 (one) month Subsequent to written notice having been given to him by certified mail, the committee shall have to terminate such members membership. In the event of any such person thereafter re-apply for membership, the provisions of Clause 7 shall mutatis mutandis apply.
- (c) A member may resign from the Club by giving written notice of his/her resignation to the Secretary, who shall bring such notice to the attention of the Committee. On resignation, such member shall not be entitled to a refund of either his/her membership fee or any portion thereof.

8. **SUSPENSION OR EXPULSION:**

Any member of the Club may be suspended or expelled by the Committee as prescribed in the Disciplinary code.

9. **ANNUAL GENERAL MEETING:**

The Annual General Meeting of the Club shall be held on or before the 31st (Thirty First) day of May each year. Written notice of the Annual General Meeting shall be given to all members as least 3 (three) weeks before such meeting. A quorum at the ANNUAL GENERAL MEETING shall consist of 25% of the paid-up members of the CLUB, present in person or by proxy, but a quorum shall not be necessary at any postponed ANNUAL GENERAL MEETING. The business of the ANNUAL GENERAL MEETING shall be:

- (a) To read the notice convening the meeting.
- (b) to read and confirm the minutes of the previous meeting (ANNUAL GENERAL MEETING) and of any subsequent meeting.
- (c) To deal with any matters arising from the minutes.
- (d) To consider the report of the Chairman and Committee for the past year and to receive and, if approved, to adopt the duly audited financial statement and balance sheet of the Club.

- (e) To transact any special business of which at least 2 (two) week's written notice has been given to the Secretary.
- (f) To elect honorary office-bearers.
- (g) To elect office-bearers for the ensuing year in terms of paragraph 4 (four) hereof.
- (h) To transact general business.

10. **SPECIAL GENERAL MEETINGS:**

- (a) Special General Meeting for the Club may be called:
 - (i) Upon resolution at any meeting of the Club;
 - (ii) Upon resolution of the Committee;
 - (iii) Upon written demand signed by not less than 20% of the Club's members, addressed to the Secretary and stating the reasons and purpose for such meeting.
- (b) A Special General Meeting shall be confined to the subject/s for which it was called, and at least 14 (fourteen) days notice of any Special General Meeting shall be given in writing by the Secretary to all members.
- (b) A quorum for a Special General Meeting shall consist of 51% of all paid-up members of the Club, present in person or by proxy, but a quorum shall not be necessary at any postponed Special General Meeting.

11. **ACCOUNTS:**

Proper books shall be kept and duly audited accounts of the Club shall be prepared and made available at the Annual General Meeting.

12. **NOTICE OF MEETINGS:**

Any required notice shall be deemed to have been duly given if posted to the address of the member concerned in the records of the Club.

13. **COMPLAINTS:**

Any complaints shall be submitted in writing to the Secretary, who shall bring same to the attention of the Committee for its decision.

14. **CONSTITUTION:**

This constitution may be added to or amended only by resolution passed by (two thirds) majority of paid-up members present in person or by proxy at the Special General Meeting called for such purpose, or at any postponed Special General Meeting. Due to written notice of the proposed amendments or additions shall be given to all members by the Secretary.

15. **PATRON AND HONORARY PRESIDENT:**

A Patron or Honorary President may be elected at each Annual General Meeting. They shall hold office for a year but shall be eligible for re-election from year to year.

16. **DISSOLVMENT:**

In the event of the Club being dissolved for any reason whatsoever. Its nett assets shall devolve upon and be awarded (only) to a Body, Institution or Organization, having objects similar to those of the Club.

AS AMENDED BY THE ANNUAL GENERAL MEETING ON THE 11TH APRIL 2005.

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CHAIRMAN

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M.A. MASH
VICE CHAIRMAN

**SOMERSET WEST PISTOL CLUB
DISCIPLINARY CODE**

- 1.1 Any complaint of alleged misconduct or commissioning of an offence must be lodged in writing with the Chief Range Officer, who must investigate the complaint, as soon as possible, and must decide without delay whether a disciplinary hearing should be held. If so, the Chief Range Officer, in conjunction with the Committee, will convene a Disciplinary Committee to investigate and make a finding in respect of the alleged misconduct. A member, against whom a complaint is made, must as soon as possible after a complaint has been made to institute disciplinary proceedings, be notified thereof in writing by the Committee.
- 1.2 Such a written notice must contain the following:
1. Precise particulars of the charge; and
 2. The date, time and place where a member should appear to answer on such a complaint; alternatively
 3. A member can be given the opportunity to reply in writing on the allegations before/on a specific date;
 4. That the member is entitled to be legally represented or be assisted by another member of the Club;
 5. That the member should have all his witnesses in support of his case available;
- 1.3 The disciplinary Committee will decide on the procedure that will be applied during such disciplinary/investigation, but it must:
1. Be procedurally fair; and
 2. The procedure that will be followed at the hearing must be communicated to the accused person in writing prior to the commencement of the hearing, either as part of the charge sheet or in a separate document.
 3. If it is the opinion of the Committee to suspend a member pending the outcome of a disciplinary hearing, they can make such an order.
- 1.4 If a member is found guilty by a disciplinary committee of misconduct or an offence, such member can be:
1. Cautioned;
 2. His further membership may be made subject to a probation period;
 3. Suspension for a period that the committee deems fit;
 4. Permanent suspension;
 5. Make any other findings or impose conditions or place constraints that it deems fit.
- 1.5 Temporary suspension means that a suspended member may for the duration of the suspensions not take part in any Club activities.
- 1.6 If a member has been found guilty by the Committee of misconduct or of an offence, the decision will be final and binding on the member and no right of appeal will exist.

THE COMMITTEE