



Western Province Practical Shooting *Association*

Constitution

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CONSTITUTION

Western Province Practical Shooting Association

1. NAME

The *Association* is a non-profit sporting organisation and shall be known as the Western Province Practical Shooting *Association*, hereinafter referred to as the “*Association*”, or “W.P.P.S.A.” The *Association*, in its own name, shall be capable of acquiring, holding and alienating property, movable and immovable.

The Association’s official colours shall be a dark magenta blue on a white background.

A Disa Flower with a firearm on both the top left and right of the flower, the abbreviated WPPSA and WPPSV below encircled by two laurels shall be its official crest or logo.

2. DEFINITIONS

Words not defined in the *Association’s* rules shall, unless the context indicates otherwise, bear the meanings assigned to them in this Constitution and unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa, and the following expressions shall have the following meanings assigned to them:

- a. **Affiliated Club** hereon referred to as a *Club*
A *Club* that is affiliated to the *Association*, as referred to in Section 7&8.
- b. **Associate Body**
An affiliated organisation or body comprised of multiple *Clubs*, of who the majority of members participate in disciplines other than IPSC, and conforms to requirements referred to in Section 6.
- c. **Amateur**
A person who complies with the requirements of the definition, as determined by S.A.S.C.O.C (South African Sports Confederation and Olympic Committee)
- d. **Annual General Meeting** hereon referred to as (AGM)
Shall mean the meeting of the *Council* Representatives held at the start of the *Association’s* year.
- e. **Accountant**
An independent and external appropriately qualified registered accountant or bookkeeper or any other person found to be suitably qualified by *Council* for the the *Association’s* finances.
- f. **Committee**
Any committee established and mandated by the *Council*
- g. **Council**
The *Council* of the Western Province Practical Shooting *Association* referred to in Section 10 and 11
- h. **Councillor**
A person duly appointed as a *Councillor* in accordance with Section 7.
- i. **Dedicated Sports Person**
An individual who has been registered according to Section 16 of the Firearms Control Act and Regulation 4 of the Firearms Control Regulations, as amended.
- j. **Disciplinary Code**
The code and requirements outlined in Section 9

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- k. Executive Committee (*EXCO*)
The Executive Committee of the Western Province Practical Shooting *Association* as referred to in Section 11
 - l. Honoraria
Remuneration or reward offered to a person or persons in recognition of services rendered.
 - m. I.P.S.C
The International Practical Shooting Confederation.
 - n. Policy and Procedures Manual
The manual that is referred to in Section 10 of this Constitution
 - o. Quorum
Means the prescribed number of *Members* that must be present at any meeting to ensure the meeting and decisions made is valid.
 - p. Member
All individuals affiliated to the *Association* as defined in Section 5
 - q. Notification
Any notification in writing, which is delivered by hand, post, fax or electronically.
 - r. Practical Shooting
All shooting disciplines as recognised by IPSC, SAPSA and related codes approved by the *Council*.
 - s. S.A.P.S.A
South African Practical Shooting *Association*.
 - t. Special General Meeting
A meeting convened by the *Council* to address or discuss matters of important or of a critical nature.
 - u. Temporary *Member*
A visitor to a range of an affiliated *Club* or *Member* organisation shall be considered a temporary *Member* for such period and shall be entitled to such privileges and subject to such conditions as decided on by *Council*.
 - v. Western Province
Means the whole of the area of the Western Cape Province south of the Western Cape Provincial boundary. The eastern boundary will be from Gordon's' Bay, the Hottentots Holland mountain and the mountain chians running north and adjacent to longitude 19 degrees East, up to the Western Cape Provincial boundary
 - w. Visitor
A SAPSA/IPSC affiliated *Member* who is not a *Member* of any of the *Association's Clubs* or *Associate Bodies*.
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3. OBJECTIVES

The objectives of the *Association* in general are to promote, organise and control amateur practical shooting in the Western Province, and to forward the development of the characteristics of honesty good fellowship, self discipline, team play and self reliance which are the essentials of good sportsmanship and in particular, without restricting the generality of this clause to:

- a. Organise provincial competitions and any other events approved by *Council*.
 - b. Provide and administer the necessary resources and structures to promote and support practical shooting on all levels.
 - c. Keep a register and database of all *Members*, *Clubs* and *Associate Bodies*.
 - d. Appoint persons in honorary capacities for such periods as may be decided upon by *Council* from time to time.
 - e. Provide the necessary resources for all competitions hosted by the *Association*.
 - f. To arbitrate on disputes, which may arise between *Members* and *Club* or *Associate Bodies*.
 - g. Select provincial teams from time to time, to take part in National Practical Shooting Competitions.
 - h. Acquire, hire or lease moveable and/or immovable property if necessary for the promotion of the objectives of the Association.
 - i. Raise funds by Membership fees or otherwise for the furtherance of the objectives of the Association
 - j. Apply the funds of the Association to the promotion of the affairs of the Association exclusively, as set out in this Constitution.
 - k. Negotiate with dealers in arms, ammunition and accessories for such terms as may be beneficial to the Association and/or its Members.
 - l. Do such other things in furtherance of the sport of practical shooting as approved by Council.
 - m. Support and cooperate with and support the objectives of S.A.P.S.A.
 - n. Provide safety and skills instruction in accordance with current I.P.S.C rules.
 - o. To foster the good image of the sport of practical shooting in the public eye and to promote the safe, competent and responsible use of firearms by anyone legally entitled to use them.
 - p. To conduct Range Officers' and Safety Officers' courses, whether in conjunction with the South African Practical Shooting *Association* or independently and to establish minimum safety rules, procedures and standards for *Clubs* and *Associate Bodies* to adhere to.
 - q. To comply and encourage all *Members* also to comply with the Firearms Control Act No. 60 of 2000, the Firearms Control Amendment Act No. 43 of 2003 and the regulations to the Firearms Control Act (Government Gazette No. 26156 dated 26 March 2003.)
 - r. Notwithstanding all the afore-mentioned objectives, the Association will at all times enforce measures to ensure that the IPSC code remains its primary shooting discipline, and that the *Association's* control and governance remains within the confines of the Association's SAPSA affiliation.
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4. RULES OF THE *ASSOCIATION*

a. Rules

- i. The current I.P.S.C rules governing the sport of practical shooting shall apply to all IPSC activities.
- ii. Amendments to any of the *Association's* rules require processes identical to Constitutional changes.
- iii. The Administrative Officer shall, on request, make available copies of the current rules adopted by the Association to all *Members, Club* and *Associate Bodies*.
- iv. *No Club* or *Associate Bodies' IPSC* related rules shall in any manner be relaxed or amended without approval by the *Council*.

b. Indemnification

- i. All officials and appointees of the *Association* are hereby indemnified by way of the funds and property of the *Association* against all losses, charges, costs, damages and other expenses and liabilities they may incur or be put to concerning or in connection with the execution of their respective duties as officers of the *Association*.
- ii. No officials or appointees shall be held liable for any act or default of the one or other of them or for deficiency or insufficiency of any title or security.
- iii. Nor shall they be liable for any loss occasioned or accident or damage which may happen or occur in the execution of their respective offices, or as a result thereof, provided however, that any such loss, misfortune or damage was not occasioned by the male fide acts of such officer or through his wilful default or gross negligence.
- iv. Nor shall the *Association* be held liable for losses, personal or other or injury sustained while performing a service or as a party to any event or situation related to the *Association*.

c. Amendment of the Constitution

- i. This Constitution may only be amended by a two-thirds ($2/3$) majority of the votes of the *Members* of the *Council* present at a AGM or at a Special General Meeting called for that purpose, of which due notice has been given.
- ii. In order for any amendments to be affected, the proper due process as outlined in Section 4 must be strictly adhered to.
- iii. All amendments will be recorded and included in the current document.

d. Dissolution

- i. The *Association* shall only be dissolved other than by operation of law, upon resolution by a two-thirds ($2/3$) majority of the votes of the *Members* of the *Council* at a duly constituted *Council* Meeting.
- ii. Once a resolution of dissolution has been passed, the assets after debts and/or claims if any, have been satisfied will be lodged with a worthy organisation with similar aims and objectives.

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5. MEMBERSHIP

- a. Membership is open to any person without regard to occupation, race or gender, who has been accepted by a *Club* or an Associate *Member Body* and meets the membership requirements of the *Club* or *Associate Member Body*.
 - b. Any person *wishing* to join the *Association* may, subject to the terms of this Constitution, only do so by joining a officially constituted *Club* or *Associate Body*.
 - c. If a person is resident in a magisterial district which is not served by an affiliated *Club*, such person may join the *Association* subject to conditions outlined.
 - d. Direct membership in conjunction with clause 5c will be subject to proposal by at least two (2) *Clubs* and Council approval.
 - e. All Members shall be entitled to all the rights and benefits of such *Membership*, subject to the payment of such annual *Membership* fees and requirements as may be decided by *Council* from time to time.
 - f. Membership fees shall, only be paid through the affiliated *Clubs* to which the *Member* belongs.
 - g. *Members* shall be liable to pay *Membership* fees to the *Association* via their *Club* on a date approved by the *Council*.
 - h. The liability of the *Members* for debts incurred by the *Association* shall be limited to the amount of their unpaid *Membership* fees.
 - i. Should a *Member* not renew his *Membership* within two (2) months of the end of the previous *Membership* year his *Membership* shall be deemed to have been forfeited as if the said *Member* had resigned.
 - j. *Members* may affiliate to one or more *Club* within *W.P.P.S.A* but subject to:-
 - i. the *Member* may only affiliate to *W.P.P.S.A* via a single *Club*.
 - ii. the *Member* will on affiliating with *W.P.P.S.A* indicate his primary *Club*.
 - iii. all communication between *W.P.P.S.A* and the *Member* will only be via the primary *Club*.
 - iv. the responsibility of each *Member* rests with their primary *Club*.
 - v. *the member* may not represent more than one *Club* at *W.P.P.S.A* events.
 - vi. *the member* may not in the same SAPSA calendar year represent alternate *Clubs* unless he resigns or is expelled from his former primary club.
 - k. All IPSC *Members* of the *Association* are entitled to all the rights and benefits of such *Membership* and shall automatically be registered as *Members* of the South African Practical Shooting *Association* and any other body to which the *Association* or the South African Practical Shooting *Association* is in turn affiliated.
 - l. All IPSC are subject to all the obligations of such *Membership* but in particular the payment of such annual *Membership* fees to the *Association* as may be decided on from time to time.
 - m. Individuals who are *Members* of a *Club* shall be deemed to be *Members* of the *Association* and shall ipso facto be subject to the control and authority of the *Association*, but they shall have no voting rights in their own name.
 - n. Any *Member* shall be entitled to request that any complaint or matter be considered by the *Council*, subject thereto that such requests:-
 - i. shall first have been raised and addressed by the member's *Club* and or *Associate Body*.
 - ii. shall be in writing, be addressed to the Secretary, clearly define the subject matter of the issue.
 - iii. shall be accompanied by the endorsement of such complaint or matter by at least four (4) *Members*.
 - iv. shall be dealt with in accordance with the *Association's* Disciplinary Code.
 - v. will at all times include the involvement of the *Members' Club* where practical.
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6. AFFILIATION of *CLUBS/ASSOCIATE BODY*

Any *Club/Associate Body* operating from a shooting range in the defined area of the Western Province where practical shooting as defined by the IPSC, or any other *Association* approved shooting discipline is conducted by at least five (5) of its *Members* regularly, and who are bona fide amateurs, may affiliate to the *Association*, subject to the following:-

- a. A formal written application addressed to the *Association's* secretary application for affiliation shall be accompanied by:-
 - i. a motivation letter supported by the majority of its membership,
 - ii. a copy of the constitution,
 - iii. list of names and addresses of the officers, elected committee and all of its *Members*,
 - iv. the affiliation and/or membership fees prescribed from time to time and by the *Association*,
 - v. information and copies of its safety rules, procedures on governance guidelines.
 - b. Before admitting any *Club/Associate Body* the Executive Committee and *Council* must be satisfied that the objectives of such a body are compatible and in support with the objectives of the *Association*.
 - c. The *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*.
 - d. No *Club/Associate Body* shall be affiliated until such time as the application has been tabled, accepted and approved by the *Council*
 - e. Notwithstanding the aforementioned clause 6c, a *Club/Associate Body* which has in compliance with all the provisions of this Section and has applied for affiliation, may at the discretion of the *EXCO* immediately enjoy the privileges of such affiliation, pending approval by the *Council*.
 - f. A new *Club/Associate Body* may join at any period in the *Association's* calendar year subject to meeting the requirements as detailed herein.
 - g. No new *Club/Associate Body* affiliation will be accepted at an AGM without the application having been received and accepted by *Council* at least two (2) weeks prior to an AGM.
 - h. The *Council* shall, where it considers it to be in the interest of the *Association* be entitled:-
 - i. To refuse an application for affiliation of a *Club/Associate Body*,
 - ii. To suspend the affiliation of any *Club/Associate Body*,
 - iii. To expel an affiliated *Club/Associate Body*,
 - iv. To take such other disciplinary measures as may in the circumstances be deemed appropriate,
 - v. To suspend or expel a *Member* of an affiliated *Club/Associate Body*.
 - i. Before a *Club/Associate Body* is expelled or suspended, they shall be given the opportunity to state its case, explain or defend itself in writing or verbally.
 - j. The disciplinary action of any *Club/Associate Body* shall be subject to the procedure detailed in the *Association's* Disciplinary Code in Section 9.
 - k. A *Club/Associate Body* that has been expelled or whose application has been suspended shall have no claim against the *Association* for reimbursement of any monies paid.
 - l. *Clubs/Associate Bodies* shall be held responsible to ensure suitability and competence of their *Members* to pursue the sport of practical shooting and to satisfy themselves that such *Members* are of sufficiently sound mind and character to be worthy of such membership.
 - m. *Clubs/Associate Bodies* will ensure that proper and effective measures are in place to govern and administer all the *Club's* and affiliated *Member* activities.
 - n. *Clubs/Associate Bodies* will be responsible for communicating all *Association* matters and information to their *Members*.
 - o. Any *Club* who participates or competes in any shooting discipline other than the IPSC discipline may affiliate to the *Association*, via an *Associate Body* approved by the *Association*.
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7. CLUB REPRESENTATION

The rights, privileges and representation of a *Club* at *Association* level shall be as follows:

- a. *Clubs* shall be represented on the *Association* by elected representatives referred to as *Councillors*..
- b. Only *Clubs* with at least (five) 5 of its members affiliated to WPPSA and SAPSA will be allowed a vote at an AGM, Special General Meeting and Councillor's meeting.
- c. *Clubs* whose shooting discipline is other than the IPSC discipline will not have a vote of their own but will be entitled to vote via their *Associate Body*.
- d. Any *Club* with fifteen (14) but not less than five (5) *Members* shall be entitled to nominate one *Councillor* only to the *Council*.
- e. Any *Club* with fifteen (15) or more *Members* shall be entitled to nominate two *Councillors*.
- f. No *Club* shall be entitled to nominate more than two *Councillors* to the *Council*, irrespective of the strength of its membership
- g. Any *Club Member* is eligible for election to the *Council* and Executive Committee, and such *Member* need not be an official of that *Club*.
- h. The nominated representative(s) of a *Club* need not be a *Member(s)* 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 *Club* and the *Association*.
- i. Individuals who are members of a *Club* shall be deemed to be *Members* of the *Association* and shall ipso facto be subject to the control and authority of the *Association*, but they shall have no voting rights in their own name.
- j. *Clubs* shall be entitled to raise any concern, proposal or request or to be considered by the *Council*, subject thereto that such requests:-
 - i. shall either be in writing, be addressed to the Secretary, clearly define the subject matter and details,
 - ii. verbally raise the issue with any of the EXCO members followed by a written submission,
 - iii. raise the issue at any meeting of the *Association* as a general item,
 - iv. if necessary the EXCO or Council may, at their discretion convene a special or ad-hoc meeting to address the issue.

8. ASSOCIATE BODY REPRESENTATION

The rights, privileges and representation of an *Associate Body's* at *Association* level is as follows;

- a. *Associate Bodies* shall be represented on the *Association* by elected representatives referred to as *Councillors*.
- b. *Associate Body's* will be allowed a single vote at an AGM, Special General Meeting and Councillor's meeting.
- c. Individuals who are members of a *Associate Body* shall be deemed to be *Members* of the *Association* and shall ipso facto be subject to the control and authority of the *Association*, but they shall have no voting rights in their own name.
- d. An *Associate Body* shall be entitled to:
 - i. attend and participate at all *Association* meetings,
 - ii. nominate one (1) of their elected *Members* on the *Council*,
 - iii. irrespective of member numbers only be entitled to one(1) vote at any *Association* meetings,
 - iv. compete at *Association* approved events and competitions subject to the rules applied,
 - v. host and conduct their own events subject to prior consultation with the *Association*.
- e. *Associate Bodies* shall be entitled to raise any concern, proposal or request or to be considered by the *Council*, subject thereto that such requests:-
 - i. shall either be in writing, be addressed to the Secretary, clearly define the subject matter and details,
 - ii. verbally raise the issue with any of the EXCO members followed by a written submission,
 - iii. raise the issue at any meeting of the *Association* as a general item,
 - iv. if necessary the EXCO or Council may, at their discretion convene a special or ad-hoc meeting to address the issue.

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9. DISCIPLINARY CODE

In order to establish and maintain behaviours, relations and activities that is conducive to the stated objectives of the *Association* and the desired wider aims and intentions of Shooting Sports and its parent bodies, the *Association*:

- a. May appoint a Disciplinary Committee from within the ranks of the *Association*, to act on its behalf or to investigate and recommend disciplinary action against any *Member*, *Club* or *Associate Body*.
 - b. Have in place and enforce an appropriate Code of Conduct on all its *Club* and *Members*, *Associations* and *Officials*.
 - c. Will always ensure that all its *Members*, *Officials* and *Office bearers* act in a manner complimentary to the objectives and goals of the *Association* and will deal with any transgressions in accordance with this Disciplinary Code.
 - d. Establish and maintain fair, transparent and decisive procedures and policies to address all transgressions, complaints and grievances by *Members*, *Club* and *Officials*.
 - e. Not excluding Clauses 9 a,b and c, before any disciplinary action is taken against any *Member*, *Clubs* or *Associate Bodies*, the *Association* 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.
 - f. Any *Member* affiliated *Clubs* or *Associate Body* against whom disciplinary action is taken by the Executive Committee or any Disciplinary 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.
 - g. The decision after the appeal process will be deemed to be final and any subsequent ruling will be binding on all parties.
 - h. All efforts will be made to resolve all disputes and disagreements within the *Association's* structures. This could include the involvement of competent current and past *Members* of the *Association*.
 - i. In the event that no resolution is found or accepted the *Association* will seek guidance from its parent body SAPSA.
 - j. If any dispute or disagreement remains unsolved the Provincial Sports *Council* will be requested to assist.
 - k. The Arbitration Act No.42 of 1965 will be the last resort for parties to settle a dispute.
 - l. The party that initiates the Arbitration as in Clause 9(k) will bear all the costs and expenses of such action.
 - m. Any Disciplinary Body appointed in terms of Clauses 9(a) and 9(b) shall be obliged to report to the Executive Committee in writing, on all matters attended to, and to furnish the Council Executive Committee, with such explanation and/or information as the Executive Committee may request.
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10. PRINCIPLES OF GOVERNANCE

To ensure that the *Association* achieves and maintains its objectives as outlined herein, the following principles will apply:

- a. All activities, decisions and rulings shall be subject to the Constitution and its general interpretation.
- b. The Council will ensure that the necessary structures, processes and policies will be formulated, adopted and recorded in a Policy and Procedure Manual.
- c. The ultimate decision making of the *Association* shall vest in the duly elected Management *Council* hereafter referred to as the *Council*.
- d. In instances where the Constitution is silent on a matter, the Council will attempt to find relevance in the Constitution, where such relevance cannot be found and is not in opposition of the Constitution, the Council shall have the authority to rule on the matter.
- e. The *EXCO* shall be responsible for managing, coordinating, controlling and implementing the *Council's* decisions and all other activities required to achieve the objectives of the *Association*.
- f. The duly elected "*Council*" has the full mandate to act without the need to obtain consensus or consult the wider "*Membership*" in its affairs.
- g. "*WPPSA*" has a top down hierarchal structure and accountability is structured accordingly.
- h. An elected senior Range Officer will be appointed to the *EXCO* level.
- i. Persons who have been elected or appointed as "Officials" will ensure they do their utmost to perform the function or responsibility they have been tasked with.
- j. The "*Council*" will ensure for the safe guarding and control of all the "*Association's* equipment and stock items, including the appointment of an "official" who will oversee the *Association's* mandate.
- k. Consultation and approval for "operational" issues from *Councillors* may not necessarily require a physical meeting to be convened but could include telephonic or electronic communication processes.
- l. No *Member* of *Council* or *EXCO* shall derive personal favour or financial benefit from the *Association* or any decisions taken by the *Council* except as approved by *Council*.
- m. The *Association* may, from time to time, employ full-time, part-time and/or temporary employees and/or contractors, as may be required. Such terms of employments shall be subject to the applicable legislation
- n. To at all times elect, appoint and have in place competent and capable person's as "Officials".
- o. No person or *Member* Organisation are entitled to attend, speak and vote at any meeting or process in terms of this Constitution shall be entitled to appoint a proxy to attend, speak or vote in his place.
- p. The *Association* will at all times enter into formal written contracts with persons or companies providing a service to the *Association*.
- q. The *Association* will at all times ensure there are effective measures in place to govern and control how and what is done, which will include but not restricted to the following:-
 - i. Financial Controls
 - ii. Code of Conduct
 - iii. Match Preparation
 - iv. Team Selection Criteria
 - v. Membership Development
 - vi. Dedicated Status
 - vii. Related Polices and Guidelines
 - viii. Marketing strategy

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11. COMMITTEES

a. COMMITTEE APPOINTMENTS

- i. Unless approved by *Council*, all *EXCO* appointments shall be done in a democratic manner by means of a majority vote at a duly constituted meeting or forum.
- ii. To ensure that the *Association's* objectives are met and maintained, suitably skilled, competent and capable individuals will always be appointed to hold positions of office.
- iii. All appointees of the *Association* are empowered to act and perform to the best of their ability and in accordance with their respective responsibilities and parameters.
- iv. All Committee appointees are subject to and will comply with the Constitution and *Council*.

b. HONORARY MEMBERSHIP / APPOINTMENTS

- i. *Council* shall be entitled, by majority vote, to appoint or terminate persons appointed as honorary *Members* on such terms as *Council* may from time to time decide, but not longer than one (1) year.
- ii. *Council* may only grant Honorary Life *Membership* to a *Member*, affiliated *Clubs* or *Member* organisation if a resolution to do so is accepted unanimously.
- iii. Honorary appointments shall entitle such persons to be present at and to participate in the deliberations of all *Council* meetings of the *Association* but shall not entitle them to vote thereat.

c. EXECUTIVE COMMITTEE OR *EXCO*

- i. The Executive Committee shall, subject to the overriding authority of *Council*, be responsible for the management and administration of the affairs and activities of the *Association*.
- ii. The Executive Committee shall be constituted as follows: - Chairperson, Vice-Chairperson, Secretary Treasurer, Public Relations Officer and Co-opted Senior Range Officer.
- iii. Additional Executive Committee *Members* as determined by *Council* from time to time, shall be elected at the Annual General Meeting, these persons shall be elected by majority vote.
- iv. The Executive Committee shall be entitled to act on behalf of *Council* between *Council* meetings and to co-opt *Members* from time to time.
- v. *Members* of the Executive Committee duly elected, shall hold office until, and shall retire on the date of the Annual General Meeting following their nomination or appointment.
- vi. *Members* of the Executive Committee and any person replacing an Executive Committee *Member*, who ceases to hold office for any reason other than normal retirement in terms of this Constitution, shall only hold office until the date upon which the *Member* in whose place he was appointed, would normally have retired in terms of this Constitution.
- vii. All *Members* of the Executive Committee shall be eligible for re-appointment at Annual General Meetings.
- viii. In the event of a vacancy occurring in whatever way in the ranks of the Executive Committee as elected, the remaining Executive Committee *Members* may appoint a suitable successor.
- ix. The Executive Committee shall meet together so often as is required to enable it to discharge its duties.

d. *COUNCIL*

- i. *Council Members* will comprise of the *EXCO* and *Councillors* nominated in terms of Clause 11a and other officials appointed by *Council*.
- ii. Any *Clubs* or *Member* organisation shall be entitled to withdraw or dismiss a *Councillor* appointed by it in terms of Section 7 above, and to appoint another in his place.
- iii. The number of *Councillors* to which a *Club* is entitled at the *AGM* or any other *Council* Meeting will be determined on the membership strength of that *Club* fourteen (14) days preceding the date of the meeting.

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- iv. *Council* shall have the authority to take decisions and act on behalf of the *Association* in all matters concerning it and to do all things not inconsistent with the objectives of the *Association* or the provisions of this Constitution.
 - v. *Council* will be responsible for the general policy making of the *Association*, and the ratification of the acts and actions performed and taken by the Executive Committee.
 - vi. The *Council* shall meet together as often as is required to enable it to discharge its duties.
 - vii. Notwithstanding the provision of Section 9, *Council* shall be entitled at a Special General Meeting to remove from office any *Association* official or committee after following the due process as outlined in the Disciplinary Code.
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12. MEETINGS

a. MEETING NOTICES AND CONDUCT

- i. Prior notification will be given to all meetings, such notice shall state the date, time and place and purpose of the meeting.
- ii. At least two weeks notice of *Council* meetings shall be given to *Councillors*. One (1) months notice shall be given to *Members* of any Annual General Meeting and Special General Meeting.
- iii. All such notices shall embrace time, date and place of such meeting and the Agenda of said meeting.
- iv. In the case of the Special General Meeting the notice must also state the business to be transacted.
- v. Meetings will ensure the necessary Quorum is met before business can commence.
- vi. All meetings will be minuted and such minutes will be distributed accordingly within two weeks.
- vii. The Secretary will keep on record all meeting minutes.
- viii. The use of Proxy is not allowed in any of the *Association's* meetings.

b. EXECUTIVE MEETINGS

- i. The quorum required for this meeting shall be no less than three (3) of the EXCO members.
- ii. The Executive Committee shall be entitled but not obliged to call any meetings, as it may deem necessary for the proper conduct of the *Association's* business.
- iii. The *Association's* Chairperson or his deputy will chair and conduct all meeting procedures.
- iv. In the absence of both no meeting shall be conducted.
- v. Any *Council Member* can upon invitation attend an *EXCO* meeting but will not be allowed to vote on any matters decided on.
- vi. All *EXCO Members* will have a single vote at Executive Meetings.
- vii. Matters requiring a decision by the Executive Committee shall be decided by a majority vote.
- viii. In the event of an equality of votes, the presiding Chairperson shall have the casting vote.

c. COUNCIL MEETINGS

- i. The quorum required for this meeting shall be no less than half of the Council members.
- ii. The Executive Committee shall be entitled but not obliged to call any meetings, as it may deem necessary for the proper conduct of the *Association's* business.
- iii. *Council* meetings shall be held at least four (4) times per year but a minimum of one per quarter.
- iv. The Chairperson of *Council* Meetings shall be the Chairperson of the Executive Committee, failing which, the Vice-Chairperson, failing which, the Secretary.
- v. Matters requiring a decision by the *Council* shall be decided by a majority vote.
- vi. The *Members* of the Executive Committee, as defined in Clause 11c, shall have one vote each at *Council* Meetings.
- vii. The Chairman of the Executive Committee, shall not have a vote unless in the event of a tie vote where he shall then have a right to the casting or deciding vote.
- viii. *Councillors* shall have a vote in accordance with Section 7.
- ix. Any *Member* can attend a *Councillor's* meeting but will be subject to observer status only and will not be eligible to vote.

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x. The business of *Council* meetings shall proceed in the following order:-

- Chairperson's Welcome
- Attendance and Apologies
- Confirmation of previous minutes and matters arising
- Correspondence
- *Club* Reports
- P.R. report
- Development Report
- S.A.P.S.A report
- Financial report
- RO Report
- General.

d. ANNUAL GENERAL MEETINGS (AGM)

- i. Annual General Meetings will be held at the start of the *Association's* calendar year.
 - ii. Only *Club/Associate Bodies* and *Councillors* who have presented their credentials 14 days prior to the AGM will be permitted to vote and participate in decision making at the meeting.
 - iii. Any new *Club/Associate Bodies'* affiliation at the time would need to have been approved at 14 days prior to the AGM.
 - iv. All Clubs and Members shall be notified thirty (30) days prior to the AGM, such notification shall include ; date, time and place and the agenda.
 - v. The business of the Annual General Meeting shall proceed in the following order:
 - Reading of the notice convening the Annual *Council Meeting*
 - Confirmation of *Clubs/Associate Bodies* and *Councillors'* credentials
 - Reading and confirmation of the minutes of the preceding AGM
 - Correspondence relevant to the AGM only
 - Submission and consideration, and adoption of the Annual Report, Financial Statements and Projected Budget
 - Honoraria and Remuneration
 - Special business of which due notice shall have been given
 - Appointment of Accountant
 - Any other non-binding business for *Council* discussion and direction
 - Chairman's Report
 - Election of *EXCO Members*
 - Election of additional Office Bearers.
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13. FINANCIAL ADMINISTRATION

a. FINANCIAL YEAR

- i. The financial year and *Membership* year of the *Association* shall extend from the first (1st) day of March to the last day of March of the following year.
- ii. *Membership* fees, which become due and payable on the first (1st) day of March, shall be paid by *Members* not later than the last day of April.
- iii. *Membership* fees in respect of new *Members* joining during a *Membership* year will be paid as follows; first (1st) six (6) months full, second(2nd) six (6) months will incur half (1/2) of the payable annual fees.
- iv. Renewal of *Membership* fees for existing and previous *Members* will not be payable on a pro rata basis.

b. REIMBURSEMENT AND CLAIMS OF EXPENSES

- i. *Members* of *Council*, the Executive Committee, the management committee or any elected official shall not be entitled to any remuneration or benefits in respect of services rendered in their capacity as *Members* of such bodies.
- ii. They may however be reimbursed for such actual expenses incurred in the execution of their duties as may be approved by *Council*.
- iii. Any person delegated by *Council*, claiming reimbursement of expenses made on behalf of the *Association* shall submit a claim in writing to the Executive Committee supported by such vouchers as the Executive Committee may reasonably require in support thereof.
- iv. Such claim shall be submitted as soon, as may be reasonably possible after such expenditure has been incurred.
- v. Approval of such expenditure shall be recorded in the minutes of the relevant *Council* Meeting.
- vi. All payments disbursed will either be via cheque or EFT, Cash payments be will only be paid if totally necessary and with relevant documentation.

c. ACCOUNTS, RECORDS AND REPORTS

- i. The Executive Committee shall cause to be kept such accounts, entries, registers and records as are necessary for the proper working of the *Association*.
- ii. The books of accounts shall be made up at the end of each financial year and shall be independently reviewed and reported on by the Accountant of the *Association*, as appointed by the *Council*.
- iii. The books of account shall include a Balance Sheet, and Income and Expenditure statement in respect of the *Association* and shall be submitted to *Council* by the Executive Committee at each Annual General Meeting in respect of the financial year immediately prior to that Annual General Meeting.
- iv. A “new year” projected annual income and expense budget will be circulated to *Council* at least two weeks prior to the *AGM* and be approved by *Council* at the *AGM*.
- v. The *Association* shall maintain a bank account/s with a registered commercial bank. All monies received shall be deposited to the credit of the *Association's* said account/s and all payments shall be made by negotiable documents as authorised by the Executive Committee.
- vi. Receipts shall be issued for all monies received.
- vii. All sponsorships be it monetary or other will be kept on file and reported to *Council*.

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d. SIGNING AUTHORITY AND AUDITING

- i. At least two (2) *Members* nominated by the Executive Committee shall sign all documents and financial transaction and all withdrawals from any of the said accounts.
 - ii. The *Council* Meeting shall at each Annual *Council* Meeting appoint an Accountant, to report on the books of accounts of the *Association*.
 - iii. The Accountant shall have right of access at all times to the books and accounts and records.
 - iv. The association will if deemed necessary by Council to conduct a full external audit of its financial or other operations.
-

14. AWARDING OF COLOURS

The Association acknowledges that the ultimate recognition of excellence for its Members is the awarding of its provincial 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:

- a. The *Council* alone will be empowered to award official Western Province Colours.
 - b. To be eligible for colours at competition level the following provisos to be met:-
 - i. The Members must have been selected for an approved event or competition.
 - ii. That the *Member* must have competed at three Nationals, over a period of two years (24 months).
 - iii. The selected *Member* must have competed and represented Western Province as part of a team of at least three (3) at a competition.
 - c. The *Council* shall be empowered to award Honorary Provincial Colours and these shall be marked “Honoris Causa”.
 - d. *Members* of the Western Province Practical Shooting *Association* Executive Committee may display colours marked “Committee *Member*”.
 - e. A recipient shall not be obliged to pay for colours, however costs of colour apparel will have to be borne by the recipient.
 - f. Western Province colours recipients shall at all times act in accordance with the Associations Code of Conduct.
 - g. Colours may only be displayed by the person to whom it has been awarded.
 - h. The *Council* reserves the right to withdraw colours from any *Member* that has been found guilty of a transgression in accordance with the *Association’s* Disciplinary Code.
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15. TEAM SELECTION

- a. The Association may at their discretion select and appoint teams and individuals to represent the Association at events and competitions approved by the association.
- b. A suitably skilled team manager and or team captain can be appointed either for a specific event or for a defined period of time.
- c. The Association will ensure that the selection criterion for teams is at all times transparent, consistent and in the best interest of the Association.
- d. The approval of events for team selection will be at the discretion of the Council, and will include but not be restricted to SAPSA run national competitions.

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- i. The awarding of colours, recognition or any type of reward system for selected team members will require Council approval.
 - j. All selected team members will be selected on merit and in accordance with the selection criteria agreed upon by the Association.
 - a. **“Open Class”**: competitors to achieve 80% average, which is calculated over the best of three matches on the WPPSA log will be eligible for selection.
 - b. **“STD Gun”**: competitors to achieve 75% average, which is calculated over the best of three matches on the WPPSA log will be eligible for selection.
 - c. The selection criteria in (J.a) and (J.b) do not apply to seniors and super seniors in all categories.
 - k. Members who have been selected will need to be informed ASAP of their selection.
 - l. Members who are selected but who are not able to attend the event will be replaced by the next eligible member.
 - m. Members who have been selected but do not attend the event without a valid reason will be dealt with via the Disciplinary Code.
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16. GRADING SYSTEM

To enable the Association to rate and categorise shooters, an appropriate grading system and provincial logs will be maintained as follows;

- a. The best three out of four scores obtained in a Western Province Trial/Championship immediately preceding the selection of a team, must be totalled and the highest scorer must be calculated to one hundred per cent (100%).
- b. The best five out of seven scores obtained in Western Province leagues and Championship for a calendar year will be used to determine the shooter of the year prize.
- c. A shooter will be upgraded according to the percentage he/she has attained in two consecutive Western Province Trials.
- d. An ungraded shooter will attain the grading by the percentage he/she shoots.
- e. A shooter will be considered ungraded if absent for one year or longer.
- f. The grading percentages are as follows:

100.00% - 85% - A Grade
84.99% - 70% - B Grade
69.99% - 50% - C Grade
49.99% - 0% - D Grade

- g. Provincial logs will be updated within two weeks after a provincial league match.
-

17. EVENTS AND COMPETITIONS

- a. The *Association* will ensure that within reason, all competitions, events and activities in the Province are coordinated by means of a set annual calendar.
- b. The annual calendar will be finalised and approved by *Council* and published within one month of the start of the *Association's* calendar year .
- c. 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.
- d. All Clubs and Associate Bodies will ensure their respective events and competitions are included in the provincial calendar when it is compiled.

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18. SIGNATORIES AND RECORD OF AMENDMENTS

This Constitution was discussed and finally approved by the WPPSA Council at a Special General meeting held on the 28 July 2010 and will replace all previous versions. This Constitution and all it contains will come into effect as of the 1 August 2010.

We hereby testify that we this Constitution's adoption was done in the correct and fair manner as prescribed by the previous Constitution.

Signed at the Councillor's meeting on 18 April 2012

Chairman L Starke _____

Vice Chairman S Samaai _____

Secretary S Isaacs _____

Treasurer K Adams _____

Senior RO to be announced _____

CPPC Councillor C Jacobs _____

 R Esau _____

MPPC Councillor M Sallie _____

Shukokai Councillor S Harrison _____

 U Sulaiman _____

Southern Arms Councillor H Ally _____

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