

Exact Air Sport Club

Constitution

1. Name

The club shall be known as the Exact Air Sport Club and shall hereinafter be referred to as “the club”

2. Club objectives

All the objectives below is limited to handguns and rifles in calibres 4.5 to 5.5mm


- a. To provide an impartial, safe and structured environment for air gun shooting
- b. To encourage the safe and responsible use of airguns
- c. To obtain for members, such shooting facilities as may become desirable.
- d. To promote and encourage all aspects of airgun sport and such other disciplines of air gun shooting as the members may decide
- e. To create an impartial entity for organising and hosting of airgun competitions for acknowledged airgun disciplines
- f. To create a centre of excellence to aid in the development and growth of airgun shooters
- g. To provide an impartial practice facility for airgun shooters
- h. To safeguard the interests of its members in all matters concerned with air gun sport
- i. To assist in the affiliation to regional, national or international bodies, associations or societies whose aims and objectives coincide with those of the club, as deemed appropriate by the committee.

3. Membership

- a. Membership will be available to all who has an interest in the airgun shooting sport and who is prepared to abide by all the rules of this club and that of the owners of the property.
- b. Upon application for membership, membership will be granted on a trial basis for a period of 30 days, after which membership will be automatically confirmed if a letter of rejection are not issued within the said 30 day period. No explanation for rejection will be supplied, but the membership fees will be returned.
- c. All members will be subject to the club’s disciplinary procedure and if necessary, under this procedure, memberships may be terminated at any time. In this instance no monies will be returned.
- d. Membership will be valid from 1 January till 31 December of each year, after which is can be renewed.
- e. It is expected from members to promote an ethos of encouragement and sharing of knowledge and experience in the sport among and between members through mutually supportive relationships.
- f. There shall be classes of membership, namely:
 - i. Honorary Members
 - ii. Ordinary Members
 - iii. Junior members
- g. Honorary members will be elected at the AGM. A nomination needs to be submitted 2 weeks prior to AGM which the secretariat will then circulate. The motivation shall include that name of the nominator, the name of the nominee, a comprehensive motivation and the signature of the nominator with 2 supporting signatures of members of the club. The decision of the AGM is final.

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- h. Junior membership will be granted to shooters who is not yet 20 on 1 January of the membership year and will not have voting rights at General Meetings.
 - i. Honorary and Ordinary members will have voting rights at General Meetings.
 - j. All members must annually sign the appropriate indemnity form as depicted by the committee.

4. Disciplinary procedure

In the case of misconduct as decided by the range officer on duty, the range officer is authorised to issue a verbal warning. The management committee must be informed of said misconduct. In the case of repeated or gross misconducts, the disciplinary process will be invoked as per disciplinary procedure document of the club.

5. Management

The club members will elect a management committee at the annual general meeting comprising of:

- a. Chairperson
- b. Secretary
- c. Treasurer
- d. At least 2 other office bearers

The management committee may appoint additional office bearers as are considered necessary for the proper running of the club's business.

Notes:


- *The office bearers must be members of the club.*
- *Any 2 positions may be combined, but the management committee should comprise of at least 4 members.*
- *Office bearers must be above reproach and be committed to promoting and growing the club*
- *The committee members will resign each year at the Annual General Meeting and shall be eligible for re-election.*

Duties and power of the committee:

- a. Co-op other individuals at any time to manage such tasks as may become necessary for the benefit of the club
- b. Initiate and manage projects to improve the facility
- c. Acquire or dispose of assets on behalf of the club
- d. Make final decisions on any matter, including those not specifically covered by this constitution
- e. To open bank accounts on behalf of the club. Signatories to club accounts will be the treasurer and two others. All accounts will require at least two signatures to operate.
- f. Decide on the financial period of accounting.
- g. The chairperson will conduct business of meetings impartially and will have a casting vote only, while all other committee members will have a deliberative vote.
- h. If the chairperson is not present another officer will act in that capacity
- i. The secretary shall take a record of attendance at committee meetings and create proper minutes of all proceedings, which will be agreed and approved by the committee at a subsequent meeting.
- j. The secretary shall deal with all correspondence relating to club activities or as direct by the committee

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- k. Where a conflict of interest occurs (personal or business) between a committee member and committee business, the member should declare that conflict of interest. The member may remove him/herself from discussion of that business or be asked by the committee to remove themselves. Where the member concerned is the chairman or secretary of the committee, the committee will elect another officer to take their place pro temp, which will be recorded in the minutes of the meeting.
 - l. Can borrow money on behalf of the club.

The committee is accountable for the duration of their term for:

- a. Maintenance and operation of the club facility
- b. Maintaining a proper record of financial transactions, assets and other relevant aspects of financial management
- c. The treasure will submit an audited financial balance sheet at the AGM
- d. The chairperson will submit an annual report that indicates to the members the activities of the club
- e. Controlling access to the facilities
- f. Ensure safe shooting at any time on the facility
- g. Preparing and retaining on file specific club policy documents

6. General meetings

The annual general meeting (hereafter the "AGM") will be held during the period September – November of each year. The AGM will be conducted as follows:

- The members will be given twenty-one days' notice of the AGM
- After such notice, members will have seven days to submit topics for the agenda
- Such submissions should be made in writing to the current club secretary who will ensure that it is included in the agenda of the meeting.
- The set agenda for the AGM will be:
 - Opening and welcome
 - Confirmation of all present, including apologies received
 - Confirmation of voting rights
 - Confirmation by majority members present of voting procedure (show of hands, secret ballot etc) to be followed for the specific AGM. If no consensus can be achieved through discussion, voting will take place by secret ballot.
 - Acknowledgement that notice of the meeting has been distributed in line with constitution
 - Approval of the previous minutes
 - Matters arising from previous minutes
 - Annual report – Chairperson
 - Annual report – Treasurer
 - Resignation of current committee
 - Election of new chairperson through majority vote by those present at the meeting
 - The previous secretary will request nominees for the now vacant chairperson position, unless conflicted, whereupon any non-conflicted member of the previous committee will be nominated to do so. Each nomination must be supported by 2 independent secondees. Only ordinary members may nominate and/or second nominees
 - The nominees will remove themselves from the proceedings.

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- The secretary (or nominated person) will call for voting and count the votes.
- The secretary (or nominated person) will recall the nominees to the meeting and announce the outcome of the vote.
- The newly elected chairperson will assume his/her role immediately.
- The chairperson will conduct the proceedings for the appointment of the other office bearers in line with the above procedure.
- Honorary member nominations
- General
- Closure

When requested by the committee or requested (in writing to the secretary) by no less than one third of ordinary members of the club, the secretary shall call a Special General Meeting. The date and purpose of the meeting will be circulated to ordinary members at least 21 days in advance. Special general meetings will only address those issues as per the agenda circulated by the secretary. No general items will be allowed.

The quorum for general meetings shall be three office bearers plus those paid-up ordinary members present at the meeting.

7. Amendments to the constitution

This constitution may only be changed by a majority acceptance at a club AGM or SGM.