



# Constitution of the South African Hunters' and Game Conservation Association

---

<u>Table of Contents</u>	<u>Page</u>
1. Definition of terms	3
2. Name	4
3. Logo and colours	4
4. Mission and objectives	5
5. Legal status	5
6. Affiliation	6
7. Relationship with other hunters' associations	6
8. Membership	6
8.1 Ordinary members	7
8.2 Senior members	7
8.3 Life members	7
8.4 Junior members	7
8.5 Student members	7
8.6 Family members	7
8.7 Honorary members	8
8.8 Corporate members	8
8.9 Associate members	8
8.10 Foreign members	9
8.11 Termination of membership	9
9. Membership fee	10
10. The Congress	10
10.1 Branch delegations	10

Document ADM 008.01.03E

Date June 2008

10.2	Regional delegations	10
10.3	Voting Members	10
10.4	Attendance of the Congress by other persons	10
10.5	Voting rights at the Congress	10
10.6	Functions and powers of the Congress	11
10.7	Meetings and working method	11
10.8	Extraordinary meetings of the Congress	11
11.	The Executive Committee	12
11.1	Composition	12
11.2	Nominations and election	12
11.3	Conflict of interests	13
11.4	Periods of service	13
11.5	Vacancies	13
11.6	Functions and powers	13
11.7	Performance of members of the EC	14
11.8	Meetings	14
12.	Regions	15
13.	Branches and branch managements	15
13.1	Establishment and dissolution of branches	15
13.2	Assignment of members to branches	15
13.3	Status of branches	15
13.4	Functions of branches	16
14.	The National Branch Chairpersons' Forum	16
14.1	Composition	16
14.2	Functions	16
14.3	Working method	17
15.	Heritage Council	17
16.	Finances	17
16.1	Reporting	17
16.2	Signing authority	18
16.3	Auditors	18

Document ADM 008.01.03E

Date June 2008

17.	Internal rules	18
18.	Discipline	18
19.	Bequests	18
20.	Roll of honour	19
21.	Alienation of assets	19
22.	Dissolution of the Association	20
23.	Amendments to this Constitution	20
24.	Interpretation of the Constitution	20

## 1. Definition of terms

"**Behavioural Code**" refers to the document approved by the Congress which describes certain behaviour or conduct as can be expected from all members and which forms the basis of disciplinary action against members.

"**Current Legislation**" shall mean The Firearms Controls Act (Act No.60 of 2000) as amended and other relevant legislation.

"**Dedicated Hunter**" A person who actively participates in hunting and is a dedicated member of the SA Hunters and Gme Conservation Association in accordance with the Fire Arms Control Act (Act 60 of 200 , as amended from time to time) and relevant regulations thereto.

"**Disciplinary Code**" refers to the document approved by Congress and which describes the rules and procedures for action against members who allegedly transgresses the Behavioural Code, Constitution and Internal Rules of the Association.

"**Financial Report**" is the report of the audited financial statements of SA Hunters and Game Conservation Association.

"**Internal Rules**" refers to the rules and procedures as determined by the Executice Committee and Congress to facilitate execution of the stipulations of the Constitution and which holds the same legal status as the Constitution.

"**Joining Fee**" is the once off amount payable by a person joining the Association

"**Legal hunting gear**" refers to all legal hunting gear that is used for responsible hunting of animals and that is not forbidden by law.

**“Management Report”:** The report that the Manager has to present once a year at the annual Congress.

**“Membership Fee”** is the amount payable to SAHGCA on an annual basis by a person who wants to remain a member of SAHGCA

**“Operating Period”** will be from 1 July to 30 June the following year.

**“Paid-up Member”** is a member who’s annual membership fee is fully paid or a member who has been exempted from payment of membership fees.

**“Presidential Annual Report”** is the report that the President has to present once a year at the annual Congress.

**“Responsible Hunting”** refers to the norms for a hunters conduct during a hunt. Although no specific document exists which defines responsible hunting, the following rules are accepted by SA Hunters and Game Conservation Association as essential for responsible hunting:

- the fire arm used by the hunter must be legal and appropriate for the animal being hunted;
- the hunting methods and techniques applied by the hunter must be legal and appropriate to the terrain and circumstances in which the hunt is conducted and for the animal being hunted;
- the hunter must exhibit the appropriate respect for the animal by killing it as effective and quickly as is possible;
- the hunter must only kill that which he can utilise
- The hunter must treat his prey and the environment as if he/she is personally responsible for the continuous existence thereof

## 2. **Name**

The name of the Association is the SOUTH AFRICAN HUNTERS’ AND GAME CONSERVATION ASSOCIATION, hereinafter referred to as “the Association”.

## 3. **Logo and colours**

The Association shall have a logo and colours as determined by the Congress from time to time.

## 4. **Mission and objectives**

The Association strives to promote the interests of hunters in South Africa and to provide an outstanding service to its members by:

Document ADM 008.01.03E

Date June 2008

- 4.1 promoting and enhancing responsible hunting as an essential part of sustainable use and conservation;
- 4.2 establishing and promoting a positive image of hunting and the hunter;
- 4.3 contributing towards conservation of our natural heritage and promoting knowledge of, and love for, wildlife and encouraging a conservation consciousness in members, branches and the youth alike;
- 4.4 striving for unity in the wildlife and hunting industry for the benefit of the Sssociation and its members;
- 4.5 facilitating research in the hunting and conservation industry and by providing directional guidance to the South African society with regard to critical aspects in the hunting and conservation environment;
- 4.6 providing high-level training in all aspects relating to the culture and ethics of hunting, hunting skills and proficiency in the use of legal hunting equipment to improve the hunting skills of members;
- 4.7 promoting the quality of members' shooting, hunting and conservation activities by organising competitions at branch, regional and national level;
- 4.8 developing and promoting responsible gun ownership in terms of the relevant legislation;
- 4.9 enhancing and protecting members' interests by constructive interaction with relevant government organs and actively participating in the consultative and decision making processes affecting the objectives of the Association, and
- 4.10 influencing relevant institutions and individuals for the benefit of the Association and its members;
- 4.11 defending and promoting the right to gun ownership on behalf of the members;
- 4.12 facilitating affordable hunting opportunities for its members;
- 4.13 initiating and/or supporting community and development projects that are compatible with the Association's objectives and Constitution;
  
- 4.14 investigating and exploiting commercial opportunities for the benefit of the Association and its members

**5. Legal status**

- 5.1 The Association shall exist as an association with legal persona, and shall in particular:
  - 5.1.1. in its own name and for own gain, and entirely separate from its members, acquire and own assets;
  - 5.1.2 exist wholly independently of its members, and shall continue to exist, irrespective of any change in its membership;
  - 5.1.3 arising from the above, take all necessary steps to give effect to the legal persona of the Association.

Document ADM 008.01.03E

Date June 2008

5.2 The Association shall be entitled, at any time, to transform in part or as a whole, into any acceptable legal entity subject to compliance with the stipulations of clause 21 and the general conditions of this Constitution;

5.3 The Association may transfer any assets and/or operations to any other legal entity and/or acquire interests in any legal entity for the purpose of protecting the interests of its members or to exploit opportunities subject to compliance with clause 21 and the general stipulations of this Constitution;

5.4 The Association may, by virtue of its accreditation by the South African Police Service, certify members who meet the requirements as “dedicated hunters” in accordance with the Firearms Control Act (Act 60 of 2000 as amended from time to time) and the Regulations issued in terms of the Act;

5.5 The Association may also provide training required for certain categories of firearm owners in terms of the Firearms Control Act (Act 60 of 200 as amended from time to time).

## **6. Affiliation**

The Association may affiliate with and/or be accredited by national and international institutions, associations and organisations, and have other institutions and/or organisations affiliate and/or associate with it with a view to realising its objectives.

## **7. Relationship with other hunters’ associations**

The Association realises that there are also other hunters’ associations in South Africa that pursue similar objectives. The Association holds those hunters’ associations in high regard and strives to cooperate with them wherever possible, and to maintain friendly relations with them. The Association is also aware of the international context in which hunting and conservation take place in South Africa and therefore strives to position itself as well as possible within that international context.

## **8. Membership**

Membership is open to any person or organisation prepared to accept the objectives and Constitution of the Association unconditionally. South African citizens and citizens of other countries permanently residing in South Africa are eligible for membership in one of the following categories:

### **8.1 Ordinary members**

Persons 18 years and older may apply in writing for membership as ordinary members. The application must be accompanied by the prescribed joining fee and annual membership fee as determined from time

Document ADM 008.01.03E

Date June 2008

to time. Ordinary members who have paid the prescribed joining fee and annual membership fee in full are entitled to all rights and privileges of membership of the Association. Ordinary members can be occasional hunters or dedicated hunters.

#### **8.2 Senior members**

Upon reaching the age of 65, an ordinary member becomes a senior member. Senior members share the same rights and privileges as ordinary members. The membership fee for senior members is less than for ordinary members and is determined by the Association from time to time. Senior members can be occasional hunters or dedicated hunters.

#### **8.3 Life members**

Life membership can be obtained through payment of a one-time amount as membership fee. This amount is determined by the Association from time to time. Life members can be occasional hunters or dedicated hunters.

#### **8.4 Junior members**

Persons of at least 10 years of age, but not older than 18 years, may become junior members, provided that an ordinary member assumes responsibility in writing for such junior member - with respect to both his/her good conduct as member and the junior member's financial obligations towards the Association. Junior members pay only the applicable annual membership fee when joining the Association. Upon reaching the age of 18, a junior member automatically becomes an ordinary member of the Association, subject to clause 8.1 of the Constitution.

#### **8.5 Student members**

Persons between the age of 18 and 25 may become student members, provided that they can submit proof that they are enrolled as students at a higher education institution. As is the case with junior members, student members pay only the applicable annual membership fee and are exempt from the joining fee.

#### **8.6 Family members**

The spouse and dependent children (up to the age of 18 years) of an ordinary member, who reside at the same physical address as the ordinary member, may obtain family membership upon payment of only the prescribed annual membership fee. Family members are entitled to the same rights and privileges as ordinary members, on the understanding that only the ordinary member will receive the journal and correspondence from the Association.

### **8.7 Honorary members**

The Congress may decide to confer honorary membership upon individuals who, by virtue of their expertise and position, can make, or have made, an exceptional contribution towards the achievement of the Association's objectives. Honorary members are exempt from payment of the joining fee and the annual membership fee and are entitled to the same rights and privileges as ordinary members. The duration of honorary membership shall be determined by the Congress for each individual case.

### **8.8 Corporate members**

Business enterprises that, due to the nature of their businesses, have an interest and involvement in the hunting industry and the needs of the Association's members may become corporate members of the Association by applying for it in writing, or upon invitation by the Association. Corporate membership can be awarded in three categories: platinum, gold, and silver. A one-off membership fee, as determined by the Association from time to time, is payable by corporate members.

### **8.9 Associate members**

Organisations that, due to the nature of their activities, have an interest and involvement in the hunting industry and the needs of the Association's members and that could add value to the achievement of the Association's objectives may become associate members of the Association.

- 8.9.1 Membership can be obtained by applying for it in writing or upon invitation by the Association;
- 8.9.2 The EC may decide who will be allowed to associate member on conditions determined by the EC;
- 8.9.3 Associate members pay joining fees and annual membership fees as determined by the Association;
- 8.9.4 The Association has no jurisdiction over associate members' internal affairs;
- 8.9.5 Associate members do not have voting powers in any of the Association's management structures;
- 8.9.6 Associate members are subject to the Constitution and Internal Rules of the Association in so far as their actions are connected with their participation in the activities of the Association;
- 8.9.7 Individual members of associate members do not share the benefits and obligations of membership afforded to members of the Association, unless such individuals are also members of the Association;
- 8.9.8 The nature of the associate member's participation in the activities of the Association shall be determined by agreement.

#### **8.10 Foreign members**

Persons residing outside South Africa may become foreign members of the Association with all of the normal benefits of membership. Membership fees shall be determined by the Association from time to time.

#### **8.11 Termination of membership**

8.11.1 A member may terminate his/her membership by submitting a written resignation to the Association. His/her resignation must reach the National Office before the date on which his/her membership is due for renewal.

8.11.2 A member's membership may be terminated by the Association if his/her membership fee is not paid within the period specified in the Internal Rules.

8.11.3 Membership may be terminated by the Association if it becomes apparent, after appropriate disciplinary procedures that the membership of the member in question is in contravention of the values and objectives of the Association.

8.11.4 Any member whose membership is terminated in terms of paragraph 8.11.3 above, will forfeit all fees that he/she has already paid to the Association and must promptly return all property of the Association in his/her possession to the Association.

8.11.5 Associate members' membership may be terminated upon written request. An associate member's membership may also be suspended or terminated by the Association if conflicting interests or an associate member's repeated contravention of the provisions of the Association's Constitution and/or Internal Rules necessitates such action. If such termination or suspension of membership is initiated by the Association, it shall be effected by a decision of the Executive Committee.

#### **9 Membership fee**

Upon entry into the Association, a joining fee and an annual membership fee are payable, and thereafter only the membership fee. The relevant amounts, and the dates on which these amounts are payable, shall be determined by the Association from time to time.

#### **10. The Congress**

The Congress of the Association shall meet once a year at the time, date and place as determined by the Association. The Congress shall consist of delegations that represent the branches, regions, the Heritage council and the Executive Committee of the Association.

Document ADM 008.01.03E

Date June 2008

#### **10.1 Branch delegations**

A branch delegation is composed as determined by the Internal Rules.

#### **10.2 Regional delegations**

The size and composition of regional delegations will be determined by the Internal Rules when regions are created in terms of Section 12 of this Constitution.

#### **10.3 Voting Members of the Congress**

Apart from the branch and regional representatives, the following members are also voting members of the Congress:

- 10.3.1 Members of the Executive Committee ;
- 10.3.2 The Chief Executive Officer of the Association; and
- 10.3.3 Members of the Heritage council.

#### **10.4 Attendance of the Congress by other persons**

The following persons may attend the Congress as observers or advisers:

- 10.4.1 The heads of operational departments of the Association;
- 10.4.2 Representatives of corporate members;
- 10.4.3 Representatives of associate members;
- 10.4.4 Any person invited by the President to attend a meeting of the Congress as observer;  
and
- 10.4.5 Any member of the Association who is not part of the official delegation of a branch.

#### **10.5 Voting rights at the Congress**

All delegates to the Congress, as contemplated in clause 10.1 to 10.3, shall have one vote at the Congress. However, in case of an equality of votes on any particular issue, the Chairperson of the Branch Chairpersons' Forum and each branch chairperson shall have a deciding second vote. If, after the second round of voting, there is still an equality of votes, the Chairperson shall have the final and casting vote.

#### **10.6 Functions and powers of the Congress**

The Congress shall be the highest authority of the Association and is vested with full decision-making authority on all matters arising from the provisions of this Constitution and the Internal Rules. The Congress shall exercise its authority by:

Document ADM 008.01.03E

Date June 2008

- 10.6.1 approval of the presidential annual report, the management report and the report of the last financial year;
- 10.6.2 dealing with matters referred to the Congress by the Executive Committee for decision making;
- 10.6.3 dealing with matters referred to the Congress by members through their branches;
- 10.6.4 giving guidelines and instructions to the Executive Committee for the next financial year;
- 10.6.5 approving amendments and adjustments to the Internal Rules, Code of Conduct and Disciplinary Rules;
- 10.6.6 electing members of the Executive Committee;
- 10.6.7 appointing auditors for the Association's financial statements;
- 10.6.8 conferring honorary membership; and
- 10.6.9 making amendments to the Constitution when necessary.

#### **10.7 Meetings and working method**

Operational requirement and procedures for the functioning of the Congress are specified in the Internal Rules.

#### **10.8 Extraordinary meetings of the Congress**

For urgent matters, an extraordinary meeting of the Congress can be convened in the prescribed manner, and may be initiated in the following three ways:

10.8.1 The Executive Committee can convene such an extraordinary meeting if it is convinced that

decision making on a specific matter cannot be postponed until the following Congress;

10.8.2 The National Branch Chairpersons forum may request an extraordinary meeting of the Congress if

the majority present at a NBCF is convinced that decision making on a specific matter cannot be postponed until the following Congress;

10.8.3 The Congress may decide to call an extraordinary meeting to finalise a specific matter before the next ordinary Congress.

### **11. The Executive Committee**

The Executive Committee is elected by the Congress to see to it that the objectives of the Association are achieved within the policy framework determined by the Congress from time to time. When the Congress is not convened, the full power of attorney on all matters is vested in the Executive Committee, who will

Document ADM 008.01.03E

Date June 2008

give full account to the Congress of their actions by means of the presidential report, management report and financial report of the past financial period.

### 11.1 Composition

The Executive Committee consists of:

- a the President;
- b the Deputy President;
- c the Vice-President: Membership Matters;
- d the Vice-President: Conservation;
- e the Vice-President: Hunting Matters;
- f the Vice-President: Communication;
- g the Vice-President: Training;
- h the Chief Executive Officer; and
- i not more than three members of the Association co-opted by the Executive Committee on account of their specific expertise to assist it in carrying out its functions. Co-opted members will have full voting powers on the Executive Committee.

Heads of operational departments of the Association may attend the Executive Committee meetings as advisers.

### 11.2 Nominations and election

- 11.2.1 The President, the Deputy President and the Vice-Presidents (with the exception of the Vice-President: Membership Matters) are elected by the Congress.
- 11.2.2 The Vice-President: Membership Matters is elected by the Branch Chairpersons' Forum and his/her election is confirmed by the Congress.
- 11.2.3 Nominations must be done in writing and the election takes place in accordance with the provisions of the Internal Rules.
- 11.2.4 Members who wish to make themselves available for election to the Executive Committee must do so on the prescribed form and must attach a curriculum vitae. Any actual or potential conflicting interests must be reported beforehand.

### 11.3 Conflict of interests

No member of the Executive Committee may serve on the executive committee of a rival organisation or association without the explicit consent of the Executive Committee. A member of the EC has the same fiduciary responsibilities as a director of a company.

#### **11.4 Periods of service**

11.4.1 The periods of service of the elected members are two years. Half of the Executive Committee shall be re-elected every year. Members of the Executive Committee may serve in a particular portfolio for a maximum of two two-year terms.

11.4.2 The period of service of co-opted members of the Executive Committee is one year. If such members' period of service must be longer than two years, they must be renominated annually.

#### **11.5 Vacancies**

Should the office of President become vacant for any reason, the Deputy President shall assume the office of President, and should the Deputy President have to leave his post for any reason, the Vice-President: Membership Matters shall hold the office until a successor can be elected by the National Branch Chairperson's Forum and the Congress. Vacancies that arise in the other portfolios may be filled by co-option until the Congress can elect a successor.

#### **11.6 Functions and powers**

The functions of the Executive Committee include all policies, strategies, actions and procedures that may be necessary in order to achieve the Association's objectives. With that in mind, the Executive Committee has the following responsibilities and powers:

- 11.6.1 To develop the policy, rules and procedures, for ratification by the Congress, that may be necessary to give effect to the provisions of this Constitution and to guide and direct any activity or action of the governing bodies and office-bearers of the Association;
- 11.6.2 To find the financial and technical resources and to apply these in a cost-effective way with a view to achieving the objectives of the Association;
- 11.6.3 To determine the rights, privileges and obligations of membership, among which the membership fee, in accordance with the provisions of the Internal Rules;
- 11.6.4 To employ and remunerate full-time and/or part-time staff required to conduct and manage the activities of the Association at such remuneration as may be deemed appropriate in terms of prevailing trends in the labour market, and on such conditions of service as may be deemed appropriate in terms of the prevailing labour law;
- 11.6.5 To design and manage operating structures and systems that may be necessary for achieving the objectives of the Association;

- 11.6.6 To grant a competent person the right to sign certain documents, bills, promissory notes or procurations on behalf of and for the benefit of the Association;
- 11.6.7 To liaison and collaborate with other associations that pursue common or related objectives;
- 11.6.8 To enter into any agreement of whatever nature with any institution for the furtherance of the objectives of the Association;
- 11.6.9 To promote and facilitate the establishment of branches and regions of the Association for the advancement of the interests of the Association and its members and the expansion of its membership, subject to the rules and conditions as determined by the Congress from time to time;
- 11.6.10 To standardise and coordinate the management structures and procedures of branches with a view to the effectiveness of service delivery and management;
- 11.6.11 To institute, conduct, defend or withdraw legal proceedings, or to reach settlements, on behalf of the Association;
- 11.6.12 To do or cause to be done any and all such acts and things not specifically mentioned here, but which are considered necessary for achieving the objectives of the Association.

#### **11.7 Performance of members of the Executive Committee**

Members of the Executive Committee shall manage their portfolios in terms of a fixed task description and a specific task agreement entered into with the President and on the basis of which their work output shall be assessed from time to time. The President shall have the right to change the composition of portfolios in the Executive Committee and to change task agreements of members of the Executive Committee.

#### **11.8 Meetings**

- 11.8.1 The Executive Committee shall meet at least six times a year at a time and place determined by the President;
- 11.8.2 The President is ex officio Chairperson and the Deputy President is ex officio Vice-Chairperson of the Executive Committee;
- 11.8.3 The agendas of Executive Committee meetings are determined by the President in consultation with the Chief Executive Officer;
- 11.8.4 The Executive Committee may appoint individuals, task teams and committees to advise it on certain aspects of its activities; and
- 11.8.5 The procedures for meetings of the Executive Committee are specified in the Internal Rules.

## **12. Regions**

The Association may, in certain geographic areas, create regions with regional managements as intermediary management structures. Regions must include at least 3 branches, as and where they can be effectively applied.

## **13. Branches and branch managements**

### **13.1 Establishment and dissolution of branches**

The Association may establish branches so as to render services at a local level and to enable members to make maximum use of the privileges of membership. The Association may also merge and dissolve existing branches if operational requirements necessitate such action on condition that two thirds of the members of the branch present at a meeting called for that specific purpose, is in agreement with the proposed merger or dissolution.

### **13.2 Assignment of members to branches**

The Association may assign members in a particular geographical area to a branch serving that particular area. Members may request in writing that they be transferred to a different branch of their own choosing.

### **13.3 Status of branches**

13.3.1 Branches and branch managements are constituted as secondary structures of the Association with their own internal rules, identity, traditions and customs that are in harmony with the Association's Constitution, Internal Rules, Code of Conduct and Disciplinary Code.

13.3.2 All assets, income and expenditure of branches are accounted for in the financial statements of the Association since branches are not separate legal entities with their own financial statements;

13.3.3 All actions of branches are actions of and on behalf of the Association. The association is therefore bound by the actions of the branches. Branches are thus obliged to act in accordance with the relevant policies of the Association

13.3.4 All contractual agreements entered into by branches must receive prior approval from the Association. Branches will be assisted in these matters by the Association.

### **13.4 Functions of branches**

Branches are responsible for the following functions:

Document ADM 008.01.03E

Date June 2008

- 13.4.1 Achievement of the objectives of the Association at local level;
- 13.4.2 Responsible and transparent management of the assets of the branch;
- 13.4.3 Active retention and expansion of branch membership;
- 13.4.4 Taking care of the diverse interests of the branch members within the framework of the objectives and policy decisions of the Association; and
- 13.4.5 Maintaining sound discipline in the branch in accordance with the Disciplinary Code of the Association.

#### **14. The National Branch Chairpersons' Forum**

There shall be a National Branch Chairpersons' Forum, consisting of all branch chairpersons or their delegates.

##### **14.1 Composition**

The National Branch Chairpersons' Forum consists of:

- 14.1.1 the President of the Association (Chairperson);
- 14.1.2 the Vice-President: Membership Matters;
- 14.2.3 the chairpersons of all branch and regional managements;
- 14.1.4 the Chief Executive Officer.

Heads of operational departments or any other person who, in the opinion of the Chairperson, could make a contribution may be invited to attend the meetings of the Forum for purposes of information and advice.

##### **14.2 Functions**

The National Branch Chairpersons' Forum is a consultative body that:

- 14.2.1 a guiding and monitoring function for policy development and application;
- 14.2.2 can make decisions regarding the alienation of assets as described in clause 21
- 14.2.3 bring about better communication and coordination between branches, between branches and the Executive Committee, and between branches and the operational departments of the Association;
- 14.2.4 resolve problems at operational level between branch chairpersons and operations managers;
- 14.2.5 enable branch chairpersons to discuss mutual problems and challenges;
- 14.2.6 can request the Executive Committee to convene an extraordinary Congress;
- 14.2.7 elects the Vice-President: Membership Matters; and

Document ADM 008.01.03E

Date June 2008

14.2.6 may be consulted about, and that can give feedback on, the finances and membership matters of the Association.

### 14.3 Working method

14.3.1 The National Branch Chairpersons' Forum meets as often as deemed necessary by the Chairperson, but at least twice a year.

14.3.2 The National Branch Chairpersons' Forum can also meet by region as and when necessary.

14.3.3 Agendas for meetings of the Forum are determined by the Chairperson in consultation with the branch chairpersons.

14.3.4 The minutes of the National Branch Chairpersons' Forum meetings are included in the agendas of the Executive Committee, where they are elucidated by the President.

## 15 The Heritage Council

The Association may establish a Heritage council whose task it is to advise the Association on the maintenance and development of the culture, traditions and values of the Association by making recommendations to the Executive Council. The Heritage council will consist of past presidents of the Association, on condition that no past president who is a full time employee of the Association may serve on the council without special approval of the Heritage council. Members of the Heritage council may attend the Congress and will have the same status as branch delegatons.

## 16. Finances

### 16.1 Reporting

Financial reporting takes place as follows:

16.1.1 Financial reporting takes place in terms of the Generally Accepted Accounting Principles (GAAP);

16.1.2 On a monthly basis by the Chief Executive Officer to the Executive Committee; and

16.1.3 Annually by the Executive Committee to the Congress in the form of audited annual financial statements.

16.1.4 Audited annual financial statements must also be made available to ordinary members in a way as determined by the Congress from time to time.

## **16.2 Signing authority**

All powers of attorney for instituting or defending any legal proceedings, or for the registration of any fixed property; or all agreements, contracts, negotiable documents, and other documents must be signed by any member of the Executive Committee and the Chief Executive Officer or their respective delegates, unless the authority is delegated to another person, or unless decided otherwise by the Congress.

## **16.3 Auditors**

The financial statements of the Association are audited once a year. Auditors for the financial statements of the Association are appointed annually by the Congress. Should such appointed auditors' services be terminated for any reason prior to the normal date of the Congress, the Executive Committee shall appoint a replacement auditor for the period up until the Congress.

## **17. Internal rules**

The Executive Committee has the authority to establish for ratification by Congress, and publish directions and procedures for certain functions, activities and procedures of governing bodies, office-bearers and employees of the Association, which will be known as the Internal Rules of the Association and which will have the same legal force as this Constitution.

- 17.1 Provisions of the Internal Rules may not be in conflict with the Constitution, the Code of Conduct and the Disciplinary Code.
- 17.2 The Branch Chairpersons' Forum can propose changes to the Internal Rules by submitting requests for changes of specific clauses to the Executive Committee for consideration.
- 17.3 Changes and additions to the Internal Rules, if any, are submitted to the Congress annually for information and approval.

## **18. Discipline**

The Executive Committee may draft a Code of Conduct and Disciplinary Procedure for approval by Congress. Members and governing bodies that contravene the provisions of this Constitution, the Internal Rules and the Code of Conduct of the Association, will be disciplined in accordance with the provisions of the Association's Disciplinary Rules.

## **19. Bequests**

- 19.1 The Association may accept bequests and will create the financial and juridical structures necessary to receive such bequests for the benefit of the Association and to meet the requirements

of the bequests. The Association reserves the right to refuse bequests if the Association cannot satisfy the conditions of the testator.

- 19.2 The Association commits itself to the protection and application of bequests, strictly in accordance with the provisions of such a bequest. Bequests that are made to the Association without specific instructions will be managed in accordance with the Financial policy and/or any relevant policy.
- 19.3 The Association will keep an official register of bequests that will be available to every member of the Association, and will prominently indicate each project financed from the fund.

## **20. Roll of honour**

The Association will keep a roll of honour, which will be displayed in a conspicuous manner and maintained properly, of the following members of the Association according to merit:

- 20.1 Members who have made an exceptional contribution to hunting and conservation and who are nationally recognised;
- 20.2 Members who have made an exceptional contribution to the Association by way of donations or bequests.
- 20.3 Former and retired presidents of the Association.
- 20.4 Any other member who, in the opinion of the members of the Association, has made a contribution not mentioned above, but who has been of service to the Association and is deserving of special recognition.

Only the Congress can decide that a member be placed on the national roll of honour - after the member has been introduced by way of a proposal on the Congress and after a formal vote has taken place on the member, as specified in the Internal Rules.

## **21. Alienation of assets**

The Association undertakes not to alienate assets of the Association without proper consultation with the members through the proper structures.

- 21.1 The alienation of any fixed or movable asset, excluding financial instruments, received by way of a bequest, must be accompanied by a Congress decision to alienate such asset.
- 21.2 The alienation of any movable asset must be approved by members by two thirds majority as a Congress decision or alternatively by two thirds majority of members present at a NBCF;

Document ADM 008.01.03E

Date June 2008

- 21.3 Financial instruments may be dealt with within the financial policy, subject to Executive Committee approval and any limitations of such instruments.
- 21.4 Any other operational assets may be dealt with normally, subject to the financial policy and normal Executive Committee approval.

## **22. Dissolution of the Association**

The Association may be dissolved if at least two thirds of the members present at the Congress vote in favour of such motion for whatever reason. The motion for dissolution of the Association must follow the same procedure as those with respect to a constitutional amendment required in clause 23 below. The motion for dissolution of the Association must explicitly provide for the disposal of the assets and liabilities of the Association upon dissolution, including the assets kept in the name of the business entities established by the Association. Upon dissolution, the assets of the Association shall be transferred to a conservation organisation as determined by the decision to dissolve, provided that the objectives of such conservation organisation(s) are consistent with the objectives of this Constitution.

## **23. Amendments to this Constitution**

This Constitution can be amended by a two-thirds majority of the voting members present at the annual meeting of the Congress in agreement with the provisions of the Internal Rules. The procedures for submission of proposals is determined by the Internal Rules.

## **24. Interpretation of the Constitution**

In case of any difference in interpretation of this Constitution, the Afrikaans version shall prevail.