



CONSTITUTION
OF
SOUTH AFRICAN SHOOTING SPORTS CONFEDERATION (“SASSCO”)

SEPTEMBER 2025

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1. CONSTITUTION, NAME AND CORPORATE PERSONALITY

- 1.1. This is the Constitution of the body known as the South African Shooting Sport Confederation or SASSCo, which is a national body duly recognised by the South African Sport Confederation and Olympic Committee or SASCOC.
- 1.2. This Constitution or any amendments thereto, must comply with the Sport SA Constitution, to be approved by Sport SA in terms of Section 19.1 of the Constitution of SASCOC.
- 1.3. SASSCo is a voluntary confederation with a corporate identity separate from that of its member federations and is entitled to own property, whether movable or immovable or otherwise, and is entitled to sue and to be sued in its own name and, notwithstanding any change in the composition of its member federations from time to time, shall have perpetual succession.
- 1.4. The provisions of the SASSCo Constitution are founded upon and shall be implemented and administered in the recognition of human dignity, equality and the advancement of human rights and freedoms, non-racialism, non-sexism and the right of freedom of association and the supremacy of the Constitution of the Republic of South Africa (1996), the rule of law and good corporate governance. Any amendment to the SASSCo Constitution shall come into immediate effect when adopted at an Annual General Meeting (AGM) or Special General Meeting (SGM) unless otherwise specified by the AGM or SGM.

2. DEFINITIONS AND ABBREVIATIONS USED

For the purposes of the SASSCo Constitution, the following words and expressions shall have the following meanings unless explicitly stated otherwise:

- 2.1. **"Act of Parliament"** refers to the National Sport and Recreation Act (Act No 110 of 1998) as amended, also referred to as "The Act".
- 2.2. **"Administrator"** means the person appointed by the SASSCo Executive Committee (Exco) to be employed in terms of the SASSCo Employment Policy. It is specifically recorded that such a person is a member of Exco and the Management Committee (Manco) but shall not be entitled to any voting rights in terms of the SASSCo Constitution.
- 2.3. **"AGM"** means the Annual General Meeting of member federations held in accordance with the provisions of the SASSCo Constitution.
- 2.4. **"Annual Affiliation Fees"** means the money levied and due by the membership to SASSCo and as approved and agreed to by membership at each Annual General Meeting (AGM) of SASSCo.
- 2.5. **"Annual Financial Statements"** means the annual audited balance sheet, income and expenditure account, Treasurer's report and Auditor's report.
- 2.6. **"Appeals Board"** means a body of appeal appointed by the General Meeting in terms of the SASSCo Constitution.
- 2.7. **"Associate Member Federations"** means all those associations or organisations having the same or similar objectives to SASSCo and having their National Office within the area of jurisdiction of SASSCo, whose national bodies applied to and have been accepted as Associate Member Federations by SASSCo in terms of the provisions of the SASSCo Constitution.
- 2.8. **"Calendar day / Day"** means a calendar day.
- 2.9. **"Calendar year / Year"** means 1 January to 31 December.
- 2.10. **"Code of Conduct"** refers to the set of rules that outlines the expected behaviour and responsibilities of the member federations and individuals which is endorsed by the membership.
- 2.11. **"Compensation"** refers to monetary payment given to an individual in exchange for their services.
- 2.12. **"Compliance"** means that the member federation or individual has fulfilled the necessary provisions of the SASSCo Constitution with regard to specific requirements as contained herein, as well as other agreed requirements, and as such is regarded as being in good standing with SASSCo.
- 2.13. **"Constitution / SASSCo Constitution"** means this document, but read together with the policies, rules and regulations of SASSCo.
- 2.14. **"Constitution of SASCOC / SASCOC Constitution"** means the constitution of SASCOC as amended, read together with the rules and regulations, policies, and other governance handbooks of Team South Africa.

- 2.15. **"Constitution of the Republic of South Africa"** means the Constitution of the Republic of South Africa Act (Act 108 of 1996), as amended.
- 2.16. **"Delegate"** is an individual appointed by a member federation or Provincial SASSCo to represent it and act in their interest at any General Meeting.
- 2.17. **"Digital or electronic meeting"** means a web-based meeting or conference format which could also be referred to as E-meeting or Online or Virtual meeting, that allows people to see and hear each other though not being in the same room, city and / or country.
- 2.18. **"District SASSCo"** refers to the shooting sport body recognised by official District Sport Councils as the only representative organisation for all shooting sports in a particular district of South Africa.
- 2.19. **"District Sport Council"** means the Sport Councils representing sport federations as per regulated sporting districts within a province and affiliated to the Provincial Sport Confederations of the nine (9) provinces of South Africa.
- 2.20. **"Event"** means a shooting event hosted by a member federation under the auspices of SASSCo.
- 2.21. **"Exco"** means the Executive Committee of SASSCo, as constituted in terms of the SASSCo Constitution. Refer to Section 14.
- 2.22. **"Federation"** in the SASSCo Constitution means all national shooting organisations, including Associations and Unions, recognised by SASSCo and established to govern the affairs of a specific recognised shooting sport;
- 2.23. **"Financial year"** runs from 1 April until 31 March.
- 2.24. **"General Meeting"** means any general or special meetings in terms of the SASSCo Constitution.
- 2.25. **"High-Performance Shooting"** means high level participation in major international shooting sport events, including but not limited to world championships, continental championships and other international multi-sport events such as Olympic Games, Paralympic Games, Commonwealth Games, World Games and Africa Games.
- 2.26. **"Honorary Life Members"** means all those persons bestowed with this honour by the AGM of SASSCo and shall include any persons to whom this honour was bestowed prior to the acceptance of the SASSCo Constitution.
- 2.27. **"Hybrid meeting"** means a meeting held simultaneously in-person as well as via digital or electronic meeting platform(s).
- 2.28. **"International Body"** means a recognised international controlling body of a particular shooting sport.
- 2.29. **"ISSF"** means the International Shooting Sport Federation, or World Shooting Sport Federation that is the supreme controlling body of Olympic Shooting at global and continental levels, currently having its headquarters in Munich.
- 2.30. **"Manco"** means a Management Committee who will be responsible for the day-to-day running of SASSCo, as well as executing instructions received from Exco and the General Meetings. Refer to Section 15.
- 2.31. **"Member Federation"** shall mean an Ordinary or Associate Member Federation of SASSCo.
- 2.32. **"Member Federations in good standing"** shall mean member federations who have fully paid up their affiliation fees as of 31 May each year and who complied with all other requirements.
- 2.33. **"Month"** refers to a calendar month.
- 2.34. **"National Colours"** means those colours as contemplated in the National Sports Colours Regulations, 2001 as amended, for which SASCOC shall have the authority to implement the provisions as contemplated in the Statutory Regulations and as directed by the Minister responsible for Sport and Recreation pending compliance with the provisions of the aforesaid regulations.
- 2.35. **"National Sport Confederation"** means the governing body of a sport code as recognised by SASCOC.
- 2.36. **"National Office"** means the head office of SASSCo as defined in the SASSCo Constitution.
- 2.37. **"Non-high-performance shooting"** shall include the recreational and / or informal, developing, or occupational sport of shooting, not being High-Performance.
- 2.38. **"NPO"** means a non-profit organisation as defined in the Non-Profit Organisations Act 71 of 1997, as amended.
- 2.39. **"Ordinary Member Federations"** means member federations with the same or similar objectives as SASSCo, who have their National Office within the area of jurisdiction of SASSCo and are affiliated to a recognised international

body whose national body applied to and have been accepted as Ordinary Member Federations by SASSCo in terms of the provisions of the SASSCo Constitution.

- 2.40. **"Person"** means a natural person.
- 2.41. **"Policy"** means a policy approved by Exco to ensure good governance and which shall be submitted to the AGM for ratification.
- 2.42. **"President"** means the President of SASSCo, duly elected in terms of the SASSCo Constitution.
- 2.43. **"Province"** means one of the nine (9) geopolitical areas as defined in Section 103 of the Constitution of the Republic of South Africa 1996, as amended.
- 2.44. **"Provincial SASSCo structure"** refers to the shooting sport body recognised by official Provincial Sport Confederations as the only representative organisation for all district shooting sport confederations in a particular province of South Africa.
- 2.45. **"Provincial Sport Confederations"** means multi-sport coordinating bodies in each of the nine (9) geopolitical demarcated provinces of South Africa, according to Section 25.3 of the SASCOC Constitution.
- 2.46. **"Quorum"** means the minimum number of member federations or Exco members that must be present at any meeting to make its proceedings and / or decisions valid, which constitutes fifty percent (50%) of the total available votes plus one (1), unless otherwise specified, as set out in the SASSCo Constitution.
- 2.47. **"Register"** refers to the register of SASSCo member federations updated with any change in membership and annually ratified by the AGM.
- 2.48. **"Representative"** means an individual elected or appointed to represent specific commissions or portfolios mentioned in the SASSCo Constitution.
- 2.49. **"Rules and Regulations"** means the rules and regulations of SASSCo.
- 2.50. **"SASSCo"** refers to the body recognised by SASCOC as the organisation responsible for shooting sport in the Republic of South Africa.
- 2.51. **"SAIDS"** means the South African Institute for Drug-Free Sport.
- 2.52. **"SASCOC"** means the South African Sport Confederation and Olympic Committee duly recognised and approved by the Department of Sport and Recreation as the governing body of all sport in the Republic of South Africa.
- 2.53. **"Section"** means the relevant Section of the SASSCo Constitution.
- 2.54. **"Shooting"** means the sport of target shooting and includes the disciplines referred to in the SASSCo Constitution as well as those defined by ISSF and other recognised international bodies.
- 2.55. **"Shooting Sport"** means organised competitive target shooting as determined by the proclaimed rules of the specific shooting sport with the sole purpose of testing the marksmanship of the competitors.
- 2.56. **"SGM"** means a special meeting convened for an exclusive purpose in terms of the SASSCo Constitution.
- 2.57. **"Sport"** means a generic term comprising mass participation, physical play, recreation, dance, as well as organised, casual, competitive, traditional and indigenous sports and games in their diverse forms as defined by UNESCO 2017.
- 2.58. **"Sport or Recreation Body"** means any national federation, agency, or body, including a trust or registered company of such a national federation, agency, or body, involved with the administration of sport or recreation at national level.
- 2.59. **"Sport SA"** means the South African Sports Confederation, Olympic and Paralympic Committee, a non-profit and non-governmental sports organisation.
- 2.60. **"Treasurer"** means a financial officer responsible for managing SASSCo's financial resources, including budgeting, accounting, and investment activities, who is either elected or co-opted in terms of the provisions of the SASSCo Constitution.
- 2.61. **"Vice-President"** means the Vice-President of SASSCo as defined in the SASSCo Constitution.
- 2.62. **"WADA"** means the World Anti-Doping Agency, responsible for determining the World Anti-Doping Code, detailing inter alia, anti-doping policies, international standards and rules.

3. INTERPRETATIONS

- 3.1. Section and paragraph headings are for reference purposes only and shall not be used for interpretation.
- 3.2. A reference in a Section to another Section or Sub-section shall refer to Sections in the SASSCo Constitution, unless otherwise stipulated.
- 3.3. Unless the context clearly indicates a contrary intention, words importing the singular include the plural and vice versa.
- 3.4. A reference to one gender shall include all other genders.
- 3.5. A reference to “day” or “year” shall refer to a calendar day or calendar year respectively.
- 3.6. A reference to a natural person shall include a reference to juristic bodies and other legal personae and vice versa where applicable.
- 3.7. A reference to a party includes that party’s successors and permitted assignees.
- 3.8. Any reference to an enactment is to that enactment as at the date of acceptance thereof and as amended or re-enacted from time to time.
- 3.9. Unless recorded to the contrary, when any number of days is prescribed in the SASSCo Constitution: where the day on or by which anything is to be done is not a business day, it shall be done on or by the first business day thereafter.
- 3.10. When any number of days is prescribed, same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a weekend or Public Holiday, in which case the last day shall be the next succeeding day which is not a weekend day or Public Holiday.
- 3.11. Any reference to days, months or years shall be a reference to calendar days, calendar months, or calendar years.
- 3.12. If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, notwithstanding that it is only in the definition clause, effect shall be given to it as if it were a substantive provision in the body of the SASSCo Constitution.

4. HEADQUARTERS

The location of the national office shall be determined by the General Meeting and shall remain at that place until the General Meeting decides otherwise. The national office shall always be within the Republic of South Africa.

5. AREA OF JURISDICTION OF SASSCo

SASSCo shall have jurisdiction in the Republic of South Africa and over its member federations, officials, and athletes through SASSCo membership, wherever they may be at the time while engaging in SASSCo, SASCOC or their own activities.

6. OBJECTIVES OF SASSCo

The objectives of SASSCo are:

- 6.1. To operate and function as the autonomous controlling and administrative body of the sport of shooting within the area of its jurisdiction;
- 6.2. To direct, develop, promote and administer the sport of shooting at all levels within the area of its jurisdiction in accordance with sound business and financial principles;
- 6.3. To ensure that the encouragement, promotion, development and administration of the sport of shooting, whether same be at national provincial, regional or local level, is carried out in accordance with the principles of non-racism, by which it is meant that race ethnicity and nationality shall not be a basis for discriminating against or of affording privileges to any one person or group of persons;
- 6.4. To promote sportsmanship and fair play at all levels of shooting, free of any interference;
- 6.5. To apply annually for SASCOC affiliation and to abide by their Constitution, rules and regulations, as well as to affiliate to any national or international sports body as the AGM, upon the recommendation of Exco, may decide;

- 6.6. To affiliate to and / or be recognised by the appropriate international, continental, and regional sport organisations and for these purposes to act as the recognised national body of shooting for the Republic of South Africa;
- 6.7. To take appropriate action against any form of discrimination, violence and abuse in shooting sport, corruption, illegal betting, manipulation of matches and competitions and doping;
- 6.8. To take appropriate action against non-compliance with SASCOC's Safeguarding and other policies, trafficking and any other unethical practices;
- 6.9. To adopt and implement the WADA Anti-Doping Code as well as the International Standards and Prohibited List, thereby ensuring that Sport SA's anti-doping policies and rules and regulations, membership and / or funding requirements and results management procedures conform to the WADA Anti-Doping Code and respect all the rules and responsibilities;
- 6.10. To cooperate with SASCOC, in particular with regards to the participation of shooters in all Multi-Code Games and Events;
- 6.11. To advance the objectives of SASSCo and to associate itself with all such other lawfully constituted associations and organisations as shall be recommended by Exco and decided by the AGM, whether within or outside the area of jurisdiction of SASSCo and irrespective of whether or not such other associations or organisations be connected with the sport of shooting;
- 6.12. To uphold and enforce the rules of shooting as prescribed by the International Shooting governing bodies from time to time and to encourage and promote the highest standard of sporting behaviour in connection with the practicing of shooting;
- 6.13. To uphold and enforce any code of conduct pertaining to the sport of shooting approved by the international controlling body and / or any other code of conduct decided upon by SASSCo;
- 6.14. To encourage the appointment of coaches at all levels within the education system;
- 6.15. To apply to SASCOC for the award of international colours in terms of the National Sports Colours Regulations, and to award SASSCo Federation Colours as set out in the SASSCo Federation Colours Regulations;
- 6.16. To recognise and accept the jurisdiction, rules and regulations of SAIDS, as well as the WADA Code.
- 6.17. To promote the safe and responsible use of firearms in terms of the Firearms Control Act 60 of 2000, as amended and applicable regulations in pursuit of the sport of shooting;
- 6.18. To encourage and coordinate high performance sport in conjunction with SASCOC, including:
 - 6.18.1. Team preparation and presentation of shooting sport teams participating in international and multi-sport events;
 - 6.18.2. Training and maintaining a database of high performance shooting sport leaders, managers, administrators, coaches and technical officials;
 - 6.18.3. Developing guidelines for the promotion and development of high-performance shooting sport;
 - 6.18.4. Enrol in the SASCOC high-performance achievers and practitioners incentives programme;
 - 6.18.5. Enrol in the SASCOC education and training programme;
 - 6.18.6. To act as a confederation for:
 - 6.18.6.1. dispute resolution and investigation;
 - 6.18.6.2. the establishment and maintenance of an integrity and good governance framework for shooting sport in the Republic of South Africa;
 - 6.18.6.3. the coordination of shooting coaching in the Republic of South Africa;
 - 6.18.6.4. advertising the shooting federations on bids to host events in the Republic of South Africa as per the Bidding and Hosting of International Sport and Recreation Events Regulations (National Sport and Recreation Act No 110 of 1998 as amended); and
 - 6.18.6.5. supporting its member federations in the development of sport from the entry to elite levels to transform demographic representation, achieve outstanding results on the international stage and to support the social cohesion, national promotion and health outcomes to which the nation aspires;

- 6.19. Implementing any other function delegated by the Minister, in accordance with the SASCOC Constitution;
- 6.20. To ensure, and if necessary, approve that the bidding process relating to the hosting of international events in the Republic of South Africa or any other events are in compliance with the necessary rules and regulations as required by SASCOC;
- 6.21. To ensure that all Member Federations have equal opportunity to practise their shooting sport successfully.

7. MEMBERSHIP

- 7.1. SASSCo consists of three (3) categories of members who applied to and were accepted by the General Meeting of SASSCo, namely:
 - 7.1.1. **Ordinary Member Federations** are those national shooting federations representing specific shooting sports and are affiliated to recognised international controlling bodies;
 - 7.1.2. **Associate Member Federations** are those national shooting federations representing specific shooting sports, but do not have international affiliation; and
 - 7.1.3. **Provincial SASSCo** structures that are confederations affiliated to the official Provincial Sport Confederations in the nine (9) provinces of South Africa.
- 7.2. Application for Membership
 - 7.2.1. Any shooting federation who wishes to become an Ordinary or Associate member federation of SASSCo shall apply for membership in writing to the Exco and shall submit a copy of its constitution and any other information, including but not limited to details of affiliation to international controlling body, declaration of adoption of the SASSCo Constitution, colour selection policy, list of current individual members, list of provinces where the member federation is active, etc. Membership will not be granted if Exco is not satisfied that the applicant complies with the requirements of the SASSCo Constitution.
 - 7.2.2. In considering the membership application, Exco shall regard all relevant factors, such as the number of clubs run by the applicant, level of activity and details of events and disciplines offered.
 - 7.2.3. Member federations shall agree upon and define their events and disciplines, provided there is no duplication, and in the event of dispute and failure to reach agreement, such events and disciplines shall be determined by Exco.
 - 7.2.4. In the event of a member federation entering into an agreement with any International Shooting Body, which may change the status of the member federation's affiliation with SASSCo, it shall inform SASSCo of its intentions in writing and disclose all information of whatsoever nature to SASSCo, to enable SASSCo to consider the affiliation or continued affiliation of the said member federation, in the best interests of South African shooting sport.
- 7.3. Member federations in good standing shall comply with the SASSCo Constitution, rules, regulations and policies, as well as any directives issued by the General Meeting of SASSCo from time to time, providing that such directive shall not conflict with any requirement of the relevant International Federation to which the member federation is affiliated.
- 7.4. SASSCo may, by a majority vote taken at a General Meeting convened inter alia for this purpose, grant Ordinary or Associate membership status to any other federation operating on an international and / or national level respectively, provided that no membership shall be granted to a federation with the same, or partially the same aims, objectives and type of shooting discipline as a current SASSCo member federation.
- 7.5. Suspension of membership:
 - 7.5.1. Exco may, provisionally and with immediate effect, suspend a member federation or provincial SASSCo structure that violates its obligations or no longer meets the requirements of a member federation or provincial SASSCo structure in good standing. Exco may consult with or advise the relevant international body, if any, and grant the member federation the opportunity to make representations at a hearing before such decision is made.
 - 7.5.2. The provisional suspension shall last, unless it has been revoked by Exco, until the next General Meeting.

- 7.5.3. The consequences of the provisional or formal suspension of a member federation includes but is not limited to the following:
- 7.5.3.1. non-participation by the member federation or its delegates at any General Meeting;
 - 7.5.3.2. inadmissibility of nominations for elections and other appointments proposed by the member federation;
 - 7.5.3.3. suspension of the member federation and its delegates from Exco, as well as any committee, commission or any other structure of SASSCo;
 - 7.5.3.4. deletion or non-registration of any event from the national or international shooting calendar;
 - 7.5.3.5. exclusion of athletes affiliated to the member federation from participation in international events;
 - 7.5.3.6. withdrawal of any applications of awarding National Colours to any athlete, team or support personnel to compete internationally;
 - 7.5.3.7. suspension of funding from SASSCo; and
 - 7.5.3.8. Exco may lift the suspension at any time if the member federation has addressed the violations of its membership at any time and will report to the General Meeting.

7.6. Expulsion and termination of membership

- 7.6.1. The General Assembly may decide whether to expel a member federation on the recommendation of the Exco after following due process where the member federation has been granted the opportunity to make representations at a hearing, following prior consultation with the relevant international body, if any. The grounds for expulsion of a member federation are:
- 7.6.1.1. being in breach of its membership obligations to SASSCo, or acting in a way that is in breach of good governance by omission or commission;
 - 7.6.1.2. being in material or persistent breach of any provision of the SASSCo Constitution, any policy or decision of the General Assembly or Exco;
 - 7.6.1.3. acting in a way which is detrimental to, brings into disrepute, is materially inconsistent with, is contrary to or prejudicial to the best interests, image or welfare of the National federation, its members or SASSCo;
 - 7.6.1.4. ceasing to be the national federation for the sport in the Republic of South Africa or if it appears likely to Exco that the national federation has ceased to maintain or hold that status;
 - 7.6.1.5. ceasing to be a member in good standing, having been dissolved, liquidated or wound up; and
 - 7.6.1.6. withdrawing its membership.
- 7.6.2. SASSCo membership of a member federation or provincial SASSCo structure who is in breach of the SASSCo Constitution according to Section 7.6.1. may, by a two-thirds majority vote taken solely for this purpose at a General Meeting, be terminated. Such vote shall take place before any other point on the Agenda of such a General Meeting. For this purpose, Exco shall have no voting rights. Failure to reach a two-thirds majority, shall automatically lift the suspension.

7.7. General Membership rights and obligations

- 7.7.1. Unless indicated to the contrary in the SASSCo Constitution, any member federation or Provincial SASSCo structure shall have the right to attend, speak and vote at any General Meeting provided that such member federation has complied with all of its membership and financial obligations;
- 7.7.2. The delegate of any member federation or Provincial SASSCo structure wishing to attend, speak or vote at any General Meeting shall, not less than seventy-two (72) hours prior to the time of the commencement of that Meeting, submit to the Secretary General written confirmation that such delegate has been authorised to attend, speak and vote at such General Meeting.
- 7.7.3. Each member federation shall have the right to:

- 7.7.3.1. propose matters to be included in the Agenda of the General Meeting;
- 7.7.3.2. appoint delegates to attend, speak and vote at General Meetings in line with the SASSCo Constitution;
- 7.7.3.3. nominate candidates for election to the Exco or appointment to committees and commissions;
- 7.7.3.4. receive the SASSCo audited annual financial statements, agendas and minutes of General Meetings, committee and subcommittee meetings, as well as any other documents required in terms of the SASSCo Constitution and policies;
- 7.7.3.5. make submissions on any document as requested by SASSCo;
- 7.7.3.6. nominate shooters, support personnel and technical officers for selection or appointment by SASCOC; and
- 7.7.3.7. Ordinary Member Federations may apply to SASCOC for National Protea Colours for shooters and officials through SASSCo;
- 7.7.4. Provincial SASSCo structures shall have the right to Sections 7.7.3.1 to 7.7.3.5.
- 7.7.5. Ordinary Member Federation must submit their Colours Selection Policy upon acceptance of membership, as well as with every application to participate in any international event. Exco shall consider and if satisfied, recommend the application to SASCOC for the approval of the event and awarding of Protea Colours. Refer to the National Sports Colours Regulations.
- 7.7.6. Each member federation shall have the obligation to:
 - 7.7.6.1. meet and maintain the membership requirements;
 - 7.7.6.2. comply with the SASSCo Constitution, policies, regulations and decisions;
 - 7.7.6.3. comply with any governance requirements, including but not limited to anti-doping, safeguarding, illegal betting and match-fixing;
 - 7.7.6.4. comply with legislation and act in the best interest of SASSCo, its member federations and shooting sport in the Republic of South Africa at all times;
 - 7.7.6.5. act in good faith and loyalty to SASSCo and promote trust and cooperation at all times; and
 - 7.7.6.6. provide any report or document requested by SASSCo Exco or Manco with reasonable and just cause.
- 7.8. The SASSCo Secretary General shall maintain a register of member federations in terms of the SASCOC Constitution. The register will distinguish between Ordinary and Associate members and Provincial SASSCo structures. The register will be updated with any change in membership and ratified annually by the AGM.
- 7.9. The SASSCo Membership Register shall be open to inspection by SASSCo members as well as SASCOC.
- 7.10. Each member federation shall strive to be represented in the District SASSCo structures. The District SASSCo structures in turn affiliate to the nine (9) Provincial SASSCo structures that will affiliate to the respective Provincial Sport Confederations comprising of the composite sport codes within that Province.
- 7.11. The member federations will adopt Codes of Conduct and Best Practices in line with any codes and policies for sport adopted by SASSCo and principles of corporate governance applicable to organisations in the Republic of South Africa from time to time as ratified at an AGM.

8. POWERS OF SASSCo TO CARRY OUT ITS OBJECTIVES

SASSCo shall have all such powers and authorities as shall be necessary or desirable or conducive of achieving any and all of the objectives of SASSCo. These powers and authorities are decided by Exco and ratified on a General Meeting. Such powers and authorities include:

- 8.1. To acquire by purchase, exchange, hire, sub-lease, donation or otherwise movable and / or immovable property of any kind;
- 8.2. To sell, let, mortgage, dispose of, give in exchange, turn to account or otherwise deal with all or any part of the property or rights of SASSCo;

- 8.3. To enter into contracts of any and all kinds necessary to carry out, give effect to or secure the objectives of SASSCo;
- 8.4. From time to time, in accordance with sound business and financial principles, invest the funds of SASSCo in such property or assets or other security as may be deemed advisable;
- 8.5. To employ, suspend or dismiss and remunerate employees, professional assistants and experts;
- 8.6. To regulate relations between its member federations and SASSCo or its members or individual shooters;
- 8.7. To insure against losses, damage, risk and liability of all kinds;
- 8.8. To conduct all financial transactions;
- 8.9. To institute, conduct, defend or abandon any legal proceedings by and against SASSCo or its officers or otherwise concerning the affairs of SASSCo, or the action of its member federations, and also allow time for payment or satisfaction of any debts due or any claims or demands made by or against SASSCo;
- 8.10. To secure funds by annual affiliation fees payable to SASSCo by **31 May** of each year from its member federations;
- 8.11. To contribute or subscribe to bodies with aims similar to SASSCo, and invest money upon such security and in such manner as it may be determined from time to time;
- 8.12. To borrow and guarantee or otherwise secure repayment of money in such manner and in such terms as it may deem fit;
- 8.13. To make and pass rules or regulations and to add to, repeal or alter such rules or regulations, with or without penalties for the carrying out, administration and implementation of the SASSCo Constitution and the attainment of the objectives of SASSCo;
- 8.14. To impose fines, to suspend for a period of time, to ban and / or implement any other disciplinary measures on its member federations or former member federations or on any shooter or federation connected to or concerned with shooting arising out of or connected with any contravention or breach of the provisions of the SASSCo Constitution or any rule or regulation passed by Exco, including those of SAIDS, SASCOC and WADA and recover by legal action or otherwise, such fines or compulsory contributions or damages from its member federations or former member federations without in any way limiting the generality of the foregoing, SASSCo shall have the power to suspend or ban any member federation or shooter from participating in any championship or event;
- 8.15. To take all such action as may be required or necessary to enforce fully and effectively all obligations of whatsoever nature which may be owed to SASSCo by its member federations, former member federations or any other persons or body.

9. VOTING RIGHTS

- 9.1. The following voting rights when attending a General Meeting set out in this Section shall apply in respect of any and all meetings of the General Meeting:
 - 9.1.1. Exco members with **one (1)** vote each, unless otherwise specified;
 - 9.1.2. Ordinary Members shall each have **two (2)** votes, regardless if one (1) or two (2) delegates attend the meeting;
 - 9.1.3. Associate Members shall each have **one (1)** vote;
 - 9.1.4. Each Provincial SASSCo structure shall have **one (1)** vote;
 - 9.1.5. Honorary Life members shall have **no vote**;
 - 9.1.6. Only member federations whose delegates are present in person or online at the meeting concerned shall have the right to vote, no provision shall be made for proxy votes;
 - 9.1.7. No Exco member is allowed to represent a Member Federation;
 - 9.1.8. Credentials of delegates shall be in writing, addressed to the Secretary General and must be received by the National Office not less than seventy-two (72) hours prior to the time for the commencement of that meeting.

10. ANNUAL GENERAL MEETING (AGM)

- 10.1. The General Meeting shall be the supreme decision-making body of SASSCo and shall comprise of a quorate attendance of member federations.
- 10.2. An AGM shall be held annually and no more than fifteen (15) months shall elapse between subsequent AGMs.
- 10.3. Exco shall decide the time, date, venue and format of the AGM provided such meeting is held within five (5) months after the end of the financial year.
- 10.4. Notice of each AGM stipulating the time, date and venue, shall be sent to the Presidents / Chairpersons and Secretaries of all the member federations, Provincial SASSCo structures, Exco and Honorary Life Members not less than sixty (60) calendar days prior to the date of the AGM.
- 10.5. Copies of the Agenda and Annual Financial Statements for the financial year preceding the date of the AGM shall be disseminated to the Presidents / Chairpersons and Secretaries of all member federations, Provincial SASSCo structures, Exco and Honorary Life Members not less than one (1) month prior to the date of the AGM.
 - 10.5.1. The AGM ensures that the Constitution is applied and adopt any amendments and executive arrangements required for its application;
 - 10.5.2. The AGM ratifies governance and organisational policies, rules and regulations recommended by Exco and notes day-to-day operational policies and decisions approved by Exco;
- 10.6. Any proposed resolution which is to be considered at such meeting, provided that such proposed resolution, a summary and reasons therefore are delivered in writing to the Secretary General not less than forty (40) calendar days prior to the date of such meeting and is relevant to the business of the AGM;
- 10.7. The following persons shall be entitled to attend and speak at the AGM:
 - 10.7.1. All members of Exco;
 - 10.7.2. Not more than 2 (two) delegates of each of the Ordinary Members, and 1 (one) each from Associate Members and Provincial SASSCo structures;
 - 10.7.3. Honorary Life Members;
 - 10.7.4. Any other person who may be invited by Exco to do so.
- 10.8. The order of business at an AGM, as far as practically possible, shall be:
 - 10.8.1. Welcome
 - 10.8.2. Attendance Register
 - 10.8.3. Apologies
 - 10.8.4. Quorum
 - 10.8.5. Read the notice convening the meeting
 - 10.8.6. Approval of the circulated agenda
 - 10.8.7. Voting on Suspension or Expulsion of membership, if applicable
 - 10.8.8. Ratification of membership of federations approved by the Exco during the preceding year
 - 10.8.9. Read and confirm the minutes of the previous AGM or SGM
 - 10.8.10. Consider any matters arising from the minutes of the General Meetings
 - 10.8.11. Receive and consider the Annual Report of the President, for the period since the date of the previous AGM
 - 10.8.12. Consider the audited Annual Financial Statements for the period since the date of the previous AGM, provided that if not so adopted, the Annual Financial Statements shall stand for consideration and adoption, with or without modification, at an SGM called specifically for that purpose
 - 10.8.13. Consider or amend, and approve Exco's recommendation on Annual Affiliation Fees
 - 10.8.14. Appoint the auditors of SASSCo until the next AGM
 - 10.8.15. Ratify the SASSCo Membership Register

- 10.8.16. Consider any changes to the Constitution for which due notice was given
- 10.8.17. Ratify any new policies, rules and regulations implemented or proposals, recommendations and actions by Exco during the preceding year
- 10.8.18. Consider all nominations by Exco for Honorary Life Members and to accept or to reject any such recommendation or nomination
- 10.8.19. Elect Exco or to fill any vacancies on the Exco in accordance with the SASSCo Constitution
- 10.8.20. Discuss and consider any matter of which thirty (30) calendar days written notice has been given.

11. SPECIAL GENERAL MEETINGS (SGM)

- 11.1. An SGM shall be convened by resolution of Exco, or upon the written requisition of not less than five (5) member federations, addressed to the Secretary General and delivered to the National Office provided that such written requisition shall state the exclusive purpose of the SGM and the proposed motion to be put to the meeting.
- 11.2. The Secretary General shall send written notification specifying the time, date, venue and format of the SGM, as determined by Exco to the Presidents / Chairpersons and Secretaries of all member federations, Provincial SASSCo structures, Exco and Honorary Life Members within fourteen (14) calendar days after receipt of the resolution or requisition referred to in Section 11.1. The notification shall include the purpose of the SGM, and proposed motion(s) to be discussed and considered by the meeting. The date shall not be more than thirty (30) or less than ten (10) calendar days after the date of dissemination of the notification.
- 11.3. No business other than that stated in the notification, referred to in Section 11.2, shall be dealt with at the SGM.
- 11.4. Only the persons referred to in Sections 10.7. shall be entitled to attend and speak at the SGM.
- 11.5. The Secretary General shall record all resolutions taken at the SGM.
- 11.6. The minutes of the SGM shall be signed by the Secretary General and chairperson of the meeting and circulated to all member federations within thirty (30) calendar days following the SGM.
- 11.7. Such SGM minutes shall be presented at the next General Meeting, except at an SGM where no minutes will be adopted.
- 11.8. Once such minutes are adopted at an AGM, it shall be prima facie evidence of the matters therein stated and shall be available for inspection by any member federation or in terms of the Promotion of Access to Information Act.

12. GENERAL PROVISIONS RELATING TO AGMs AND SGMS

The following provisions shall apply to all AGMs and SGMS:

- 12.1. AGMs and SGMS shall be held at such time, date, venue and format as determined by Exco.
- 12.2. The chairperson shall be the SASSCo President, or in their absence the Vice-President, or in their absence, another person shall be elected for that purpose by the delegates present at the meeting and entitled to vote.
- 12.3. The Chairperson of any General Meeting shall have **one (1) vote** in that capacity, and a **casting vote** in the event of equal votes. The chairperson shall not be allowed to vote on membership issues, recommendations of Exco, ratification of Exco and election of office bearers.
- 12.4. A quorum shall consist of fifty percent (50%) plus one (1) of the member federations and Provincial SASSCo structures in good standing and entitled to vote, except when a General Meeting is called to dissolve SASSCo, in which case a quorum of seventy-five percent (75%) is required.
- 12.5. If a quorum is not present at the start or within thirty (30) minutes of the start of the scheduled meeting, the number of member federations present shall constitute a quorum. This number shall be recorded as such in the minutes of the meeting.
- 12.6. Voting shall be by a show of hands, unless otherwise demanded by more than forty percent (40%) of member federations and Provincial SASSCo structures present and entitled to vote, and in such event, voting shall be done by secret ballot.
- 12.7. The voting procedure during elections or any voting involving individuals shall be by secret ballot.

13. ELECTION OF THE PRESIDENT, VICE-PRESIDENT, TREASURER, SECRETARY GENERAL AND OTHER EXCO MEMBERS

- 13.1. The terms of office for all office bearers shall be four (4) years, for a maximum of three (3) consecutive terms.
- 13.2. To ensure continuity in the management of SASSCo, the following staggered approached for the election of the President, Vice-President, Treasurer and Secretary General portfolios shall be used:
 - 13.2.1. The President and Treasurer will be elected at the same elective AGM, and the Vice-President and Secretary General at an elective AGM two (2) years later.
 - 13.2.2. In the event of any of the positions of President, Vice-President, Treasurer or Secretary General becomes vacant, for whatever reason, a special General Meeting specifically for this purpose will be called and an interim President, Vice-President, Treasurer or Secretary General will be elected to hold office until the scheduled elective AGM as specified in Section 13.2.1.
 - 13.2.3. If no nominations are received for the positions of President or Vice-President, or both, the President or Vice-President, shall continue in office, if available, until a special General Meeting specifically called for this purpose. In the event of the unavailability of the President or Vice-President, or when three (3) full consecutive four (4) year terms were already served by either of them, Exco shall appoint another person to act in these portfolios until duly elected at the scheduled AGM as specified in Section 13.2.1.
- 13.3. Each member federation shall be entitled to nominate one (1) person for election as President, one (1) as Vice-President, one (1) as Treasurer, one (1) as Secretary General and five (5) as additional members.
- 13.4. Exco shall call for nominations and each nomination shall be in writing, be seconded by any other member federation and signed by the nominee to indicate their acceptance of the nomination.
- 13.5. It shall be permissible for the same person to be nominated for more than one position or portfolio. The nomination for any alternative position is conditional upon them not being elected to the first position for which they are nominated.
- 13.6. A valid nomination for any of the positions of President, Vice-President, Treasurer or Secretary General shall, in the event of the nominee being defeated in an election for those positions, be deemed to be a valid nomination for election as an additional Exco member.
- 13.7. All written nominations must reach the National Office not less than forty (40) calendar days prior to the date of the Elective General Meeting.
- 13.8. The retiring President, Vice-President, Treasurer and Secretary General shall be eligible for re-election without nomination, provided that these individual inform the Secretary General in writing of their willingness to continue in such position if re-elected, until the maximum of three (3) four (4) year terms have been served.
- 13.9. If there is more than one nomination for any of the portfolios of President, Vice-President, Treasurer, and Secretary General then such portfolios shall be elected separately by secret ballot, such elections to be held in this order.
- 13.10. As specified in Section 14.3., no less than 2 (two) women must be elected to Exco. The voting shall proceed in a normal manner for all positions nominated, but in the event that no women are elected to the position of President, Vice-President, Treasurer or Secretary General, the two (2) women with the most votes shall be elected to the positions of additional Exco members. If an insufficient number of women are nominated, Exco must elect the corresponding number of members fewer and appoint women to ensure that the required number of women form part of the nine (9) Exco positions, regardless of the limit as per Section 14.2. placed on member federations.
- 13.11. Each delegate eligible to vote may only vote for one person per vacancy. Current Exco members are not allowed to vote during elections.
- 13.12. No Exco member may represent any member federation at any SASSCo or Exco meeting.

14. EXECUTIVE COMMITTEE (EXCO)

- 14.1. The SASSCo Exco shall consist of the following persons elected as described in Sections 13.1 and 13.2:
 - 14.1.1. President;
 - 14.1.2. Vice-President;

- 14.1.3. Treasurer;
- 14.1.4. Secretary General;
- 14.1.5. Five (5) Additional Members;
- 14.1.6. Administrator as an Ex Officio Member and appointed by Exco but without voting rights.
- 14.2. No more than two (2) persons per member federation may be elected to the Exco. However, no more than one (1) person per member federation may be elected to the Manco;
- 14.3. To align with Section 30.1.1 of the SASCOC Constitution, all attempts shall be made to reach at least fifty percent (50%) of Exco members to be women. Until this is reached, a minimum of two (2) Exco members must be women.
- 14.4. Exco has the power to co-opt persons to the Exco for specific purposes, but this shall not exceed three (3) individuals. The only criterion for co-option shall be merit. A co-opted person does not have a vote on Exco.
- 14.5. Members of Exco shall vote on all resolutions by a show of hands.
- 14.6. Members of Exco shall decide on all matters by a simple majority vote.
- 14.7. Each Exco member shall have one (1) vote, and the Chairperson of any Exco meeting shall have a casting vote in the event of equal votes.
- 14.8. The chairperson of any meeting of Exco shall be the President, or in their absence the Vice-President, or in their absence, another Exco member shall be appointed at that meeting by the Exco members present and entitled to vote.
- 14.9. Exco members will be appointed for a term of four (4) years. This term will be from the year of appointment at an elective AGM or SGM until an elective AGM or SGM four (4) years later. The term of any Exco member co-opted or elected during a specific four (4) year term, will also expire at the next elective AGM or SGM.
- 14.10. The President, Vice-President, Treasurer and Secretary General may not serve uninterrupted for more than three (3) consecutive four (4)-year terms in the same portfolio.
- 14.11. Exco shall meet as required, but not less than three (3) times per annum.
- 14.12. A quorum at Exco Meetings shall be fifty percent (50%) plus one (1). If a quorum is not present at the start or within thirty (30) minutes of the start of the scheduled meeting, the number of Exco members present will constitute a quorum. This number shall be recorded in the minutes of the meeting.
- 14.13. Except where otherwise stated, Exco shall have all such powers and authorities necessary to carry out the duties and functions as specified in the SASSCo Constitution to promote and meet the objectives of SASSCo.
- 14.14. Exco can open accounts with any recognised commercial financial institution and manage all finances of SASSCo and shall not incur any liability nor enter into any commitment which cannot be discharged by SASSCo.
- 14.15. Exco shall ensure that full and proper financial accounts are kept in accordance with sound accounting principles. All financial transactions on behalf of SASSCo must be authorised by two Manco members, excluding the Administrator.
- 14.16. Exco shall ensure that the financial accounts and all records of SASSCo finances and assets are duly audited after the end of the SASSCo financial year, i.e., **31 March**, and that annual financial statements are prepared by the appointed auditor to be presented to the AGM for approval.
- 14.17. Exco shall be entitled to formulate new policies, rules and regulations necessary to promote and meet objectives of SASSCo. These shall be binding upon members but must be ratified at the next AGM.
- 14.18. Sub-committees and relevant chairpersons of the Olympic Sub-committee, Disciplinary Committee, Appeals Board, etc., must be appointed by Exco upon recommendation from Manco.
 - 14.18.1. All sub-committees will report to the Exco;
 - 14.18.2. Each sub-committee shall have a specific mandate and must draft a Terms of Reference document within their specific business area and submit to Exco for approval;
 - 14.18.3. Exco may amend the mandate when required;
 - 14.18.4. Unless explicitly stated otherwise sub-committees shall submit all recommendations, proposals, decisions and actions to Exco for approval and / or ratification;

- 14.18.5. An individual serving on a sub-committee as well as on Exco will recuse themselves from voting on recommendations, proposals, decision and actions submitted by the particular sub-committee;
- 14.18.6. Any person who has a conflict of interest, financial or otherwise, connected to shooting, is disqualified from being the chairperson of any sub-committee.
- 14.19. The following portfolios must be allocated to specific Exco members: Representatives for Women and Girls, Transformation, and Safeguarding (refer to the SASSCo Policies, Rules and Regulations document).
- 14.20. In addition, Exco shall:
 - 14.20.1. Undertake and perform all such duties and functions as decided by the AGM;
 - 14.20.2. Consider and, if satisfied, approve the separate constitutions, policies, rules and regulations of each member federation, and any amendments or alterations thereto;
 - 14.20.3. Undertake and perform all duties and obligations to meet the objectives of SASSCo, and to implement SASSCo policies;
 - 14.20.4. Formulate recommendations and resolutions for consideration at the AGM, and to provide the Secretary General with information to prepare the agenda for the AGM;
 - 14.20.5. Refers all disciplinary proceedings in respect of any infringement of the SASSCo Constitution, rules or regulations, such as any disagreement between member federations or individual shooters and SASSCo on the rules of the sport to the Disciplinary Committee (also refer to Section 19: Disciplinary Committee and Appeals Boards). Exco shall also impose, where necessary and upon recommendation from the Disciplinary Committee, sanctions by way of fines, suspension or exclusion from participating in any event being held under the auspices of SASSCo or withhold funding for which a person would be entitled to. For the above purposes, all events organised by member federations of SASSCo are deemed to be under the auspices of SASSCo;
 - 14.20.6. Adjudicate and resolve any disputes between any member federations and individuals who are members of such member federations where internal resolution has failed;
 - 14.20.7. Adjudicate and resolve any disputes between member federations regarding their events and disciplines as defined in Section 7.2.3;
 - 14.20.8. Impose and collect annual affiliation fees and any other determined amounts; Provincial SASSCo structures are exempt from any fees;
 - 14.20.9. Employ any person upon such terms and conditions as shall be decided and, when considered necessary or desirable, terminate the employment of any such person.
 - 14.20.10. Appoint consultants for specific purposes, and terminate such appointments when required.
 - 14.20.11. Deal with applications, suspension or termination of membership subject to ratification by the AGM.
 - 14.20.12. Consider and approve the criteria for each member federation in order to qualify for the application for National Protea Colours from SASCOC.
 - 14.20.13. Consider and approve the criteria for each member federation in order to qualify for the awarding of SASSCo Federation colours where National Protea Colours cannot be awarded, and for this purpose design emblems and colours for SASSCo.
 - 14.20.14. Deal with any questions or issues arising out of non-racialism, gender discrimination and safeguarding as described in the SASSCo Policies, Rules and Regulations.
 - 14.20.15. Deal with issues and promote Development and Transformation within SASSCo and all shooting sports.
- 14.21. Any Exco member who are absent from three (3) consecutive Exco meetings without due notice or apology, shall be deemed to have resigned from Exco.
- 14.22. Excluding the Administrator, no remuneration will be payable to Exco members, except for specific expenses with prior approval by Exco.

15. MANAGEMENT COMMITTEE (MANCO)

- 15.1. The Manco shall consist of the following members elected according to Section 13.2:
 - 15.1.1. President

- 15.1.2. Vice-President
- 15.1.3. Treasurer
- 15.1.4. Secretary General
- 15.1.5. The abovementioned four (4) positions may appoint one (1) person with voting rights from the additional members of Exco when required.
- 15.1.6. Administrator as an Ex Officio Member and appointed by Exco but without voting rights
- 15.2. The Manco shall be responsible for the day-to-day running of SASSCo in terms of the SASSCo Constitution and manage matters when it is impossible or impractical to convene an Exco meeting to deal with an issue at hand. Manco shall report decisions and actions at Exco Meetings.
- 15.3. The Manco shall recommend the appointment of an independent Disciplinary Committee and Appeals Board to deal with all disciplinary matters relating to the membership and / or their individual members.
- 15.4. The President may request any Exco member to attend a Manco meeting for a specific purpose.
- 15.5. The powers and duties of specific portfolios on the Exco and Manco include, but is not limited to:
 - 15.5.1. President:
 - 15.5.1.1. Once elected, the President shall immediately resign as a member of the Board or National Executive Committee of any member federation for the period of their term in office;
 - 15.5.1.2. Chairs any General, Exco and Manco meetings, unless the President chooses to delegate such responsibility to the Vice-President or Secretary General;
 - 15.5.1.3. Know and understand the SASSCo Constitution, Policies, Rules and Regulations, to ensure legal obligations of SASSCo;
 - 15.5.1.4. Ensures compliance with the SASSCo Constitution, and avoidance of conflict of interest for all member federations, committees and sub-committees.
 - 15.5.1.5. Understand and enforce the roles and responsibilities of all committee and sub-committee members and be cognisant of member federations' activities;
 - 15.5.1.6. Attends sub-committee meetings where required.
 - 15.5.2. The Vice-President:
 - 15.5.2.1. Supports the President in providing primary leadership and responsibility for SASSCo, Exco and Manco and act on their behalf if temporarily not available;
 - 15.5.2.2. In the event that the office of the President becomes vacant, act as President until a special General Meeting is called as specified in Section 13.2.3;
 - 15.5.2.3. Know and understand the SASSCo Constitution, Policies, Rules and Regulations, to ensure legal obligations of SASSCo;
 - 15.5.2.4. Ensures compliance with the SASSCo Constitution, and avoidance of conflict of interest for all member federations, committees and sub-committees.
 - 15.5.2.5. Understand and enforce the roles and responsibilities of all committee and sub-committee members and be cognisant of member federations' activities.
 - 15.5.2.6. Review all policies, rules and regulations annually and recommend any necessary changes to Exco.
 - 15.5.3. The Treasurer:
 - 15.5.3.1. Create secure systems for income and expenditure control and prepare annual accounts for audit.
 - 15.5.3.2. Manage all financial transaction of SASSCo.
 - 15.5.3.3. Oversee, approve and present budgets, accounts and financial statements.
 - 15.5.3.4. Ensure that appropriate accounting procedures, records and controls are maintained, identify risks and safeguard funds from misuse.

- 15.5.3.5. Manage SASSCo assets by inter alia compiling an asset register, annually updating the register and perform regular inspections on SASSCo assets.
- 15.5.4. The Secretary General:
 - 15.5.4.1. Be responsible for the day-to-day management of the affairs of SASSCo.
 - 15.5.4.2. Plans meetings and propose dates, venues and format for Manco and Exco Meetings in consultation with the President and / or Vice-President.
 - 15.5.4.3. Plans meetings and propose dates, venues and format for General Meetings in consultation with the President and / or Vice-President, to be approved by Exco.
 - 15.5.4.4. Ensures effective communication of relevant information between member federations and Exco through electronic platforms and receive and respond to official correspondence.
 - 15.5.4.5. Finalises the Agendas for Manco, Exco and General Meetings in consultation with the President, Vice-President and / or Exco.
 - 15.5.4.6. Takes minutes at all meetings and keep record of all recommendations, decisions and actions by Exco.
 - 15.5.4.7. Acknowledges receipt of all communication received directly or via the National Office within ten (10) calendar days.
 - 15.5.4.8. Compile and maintain the SASSCo Membership Register.
- 15.5.5. The Administrator:
 - 15.5.5.1. Is an Ex Officio member of Exco and Manco with no voting rights.
 - 15.5.5.2. Sends out written notification of all Exco and Manco meetings (excluding emergency meetings), the proposed Agendas and other meeting documents, to everybody entitled to attend the meetings not less than ten (10) calendar days prior to the date of the proposed meetings.
 - 15.5.5.3. Sends out written notification of all General Meetings, proposed Agendas, minutes of previous meetings and any other meeting documents as per Section 10.8.16, to everybody entitled to attend the meetings (refer to Section 10.7).
 - 15.5.5.4. Circulates copies of the Minutes and resolutions of AGMs and SGMs to the Presidents / Chairpersons and secretaries of all member federations, Provincial SASSCo structures, Exco and Honorary Life Members within (1) calendar month after the date of the relevant meeting.
 - 15.5.5.5. Circulates copies of the Minutes and resolutions of Exco and Manco meetings to Exco and Manco members respectively within one (1) calendar month after the date of the relevant meeting.
 - 15.5.5.6. Forwards all official communication received by the National Office to the Secretary General without delay.
 - 15.5.5.7. Acts as official liaison between SASCOC and SASSCo and forwards all communication from SASCOC to SASSCo Manco without delay for further action.
 - 15.5.5.8. Submits all applications for National Protea Colours to SASCOC after Exco approval as per Section 14.20.13 and follow up for timeous report back to the applicants.
 - 15.5.5.9. Performs any administrative duties as required by Exco or Manco from time to time.

16. HONORARY LIFE MEMBERS

- 16.1. Exco or member federations may submit a written nomination with detailed motivation to bestow Honorary Life Membership to any person who has rendered notable and meritorious service to SASSCo to the Secretary General. The Secretary General shall add this to the Agenda of the AGM to be decided and / or voted on. Honorary Life Members shall enjoy the rights and privileges to attend the AGM without a vote, to receive notice of any business under the auspices of SASSCo.

- 16.2. All past Presidents of SASSCo may become Honorary Life Members of SASSCo once no longer involved in the management of SASSCo.

17. LIABILITY AND INDEMNITY OF MEMBER FEDERATIONS

- 17.1. The liability of Ordinary and Associate member federation is limited to affiliation fees to SASSCo as determined by the AGM.
- 17.2. Exco members or any other person (natural, corporate or otherwise) acting on behalf of SASSCo in terms of the SASSCo Constitution or any other delegated powers from the AGM or Exco, are indemnified from and against all losses, charges, costs, damages or liability which they may incur from a third party, due to the bona fide and duly authorised execution of their duties and actions for and on behalf of SASSCo, provided that such person(s) acted in good faith.

18. NOTIFICATION

- 18.1. For the purposes of the SASSCo Constitution, all notifications by SASSCo to all member federations, Provincial SASSCo structures, Exco and Honorary Life Members shall be effective from the date of dissemination of electronic communication to the last known contact address of such entities.
- 18.2. Any official notifications to SASSCo by any person (natural, corporate or otherwise) or member federations, Provincial SASSCo structures, Exco and Honorary Life Members shall only be effective from the date of receipt thereof by the Secretary General.

19. DISCIPLINARY COMMITTEE AND APPEALS BOARD

- 19.1. Upon recommendation from Manco, Exco appoints members to the Disciplinary Committee and Appeals Board and delegate such powers to these entities, including but not limited to the following:
- 19.1.1. To provide SASSCo with legal advice; when required;
 - 19.1.2. To draft a Terms of Reference document (including dispute resolution, mediation and arbitration), and Disciplinary Code and submit to Exco for approval and subsequent mandate;
 - 19.1.3. To chair disciplinary hearings when requested by Exco, and adjudicate, mediate and arbitrate upon legal and disciplinary matters;
- 19.2. The Appeals Board shall comprise of three members of which at least one must have sufficient legal expertise and experience.
- 19.3. Any unresolved disputes must be referred to SASCOC.
- 19.4. Where the SASSCo Constitution is silent or in conflict with the SASCOC Constitution, the SASCOC Constitution will apply.

20. DISSOLUTION OR WINDING UP OF SASSCo

- 20.1. SASSCo may be dissolved or wound-up by resolution, at an AGM or SGM, upon a majority vote of not less than seventy-five percent (75%) of the total votes of those who are present as per Sections 9.1.1 to 9.1.4 of the SASSCo Constitution. No less than one (1) calendar month's written notification of such General Meeting, together with a copy of proposed resolutions must be circulated to all member federations, Provincial SASSCo structures, and Exco eligible to vote.
- 20.2. Upon dissolution or winding up of SASSCo, all the property and assets of SASSCo, after payment of all money owing to any third party, shall be transferred free of compensation to any other Federation(s) or Organisation(s) having similar objectives as SASSCo, after a majority vote by member federations.

21. AMENDMENTS TO THE CONSTITUTION

- 21.1. This Constitution may be amended at an AGM or SGM, upon a majority vote of not less than seventy-five percent (75%) of the total votes of those who are present as per Sections 9.1.1 to 9.1.4 of the SASSCo Constitution. No less than one (1) calendar month's written notification of such General Meeting, together with a copy of

proposed resolutions must be circulated to all member federations, Provincial SASSCo structures, and Exco eligible to vote.

- 21.2. The SASSCo Policies, Rules and Regulations document is separate to the SASSCo Constitution and must be updated and amended regularly and will not require compliance with Section 21.1. Amendment by Exco and ratification on an AGM as specified in Section 10.8.17 of the SASSCo Constitution is sufficient.

This Constitution was adopted by the member federations present at the AGM / SGM held at
on the day of 20.....

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SASSCo President

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Secretary General

Date accepted: