

# CONSTITUTION OF THE SOUTH AFRICAN DEFENSIVE PISTOL ASSOCIATION

## ARTICLE I – Name

The name of this Association shall be **SOUTH AFRICAN DEFENSIVE PISTOL ASSOCIATION (SADPA)**, which will function as the national governing body for defensive pistol shooting in South Africa.

## ARTICLE II -Goals

Objectives of this **Association** shall be:

- To encourage organised shooting among citizens of the Republic of South Africa, with a view toward improved knowledge on the part of such citizens, of the safe handling and proper care of firearms.
- To improve marksmanship in the defensive use of handguns, rifles and shotguns, either individually or in combination with each category.
- To promote the development of the characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true **South African** patriotism.
- To develop and promote SADPA in a transparent and open way and to encourage participation in the sport amongst all members of the South Africa population.
- To maintain an affiliation with the International Defensive Pistol Association (IDPA) and such other associations the Annual General Meeting may approve of.
- To provide for appropriately qualified members a category of dedicated membership in terms of Section 16 of the Firearms Control Act, 2000, Act Nr. 60 of 2000.
- To establish a business approach for the viable administration of SADPA in Africa, in accordance with IDPA Headquarters guidelines.

## ARTICLE III – Status

In terms of the association of SADPA with IDPA Headquarters in Berryville Arkansas, USA, the composition of the Executive Committee (Exco) is reliant on their guidance and approval. IDPA Headquarters shall appoint the Regional Representative of IDPA for Africa. This representative is the official liaison between SADPA and IDPA and is to co-ordinate all Defensive Pistol activities on the African Continent.

## ARTICLE IV- Membership

Any citizen, or legal resident of the Republic of South Africa, who may legally own firearms or use them under the supervision of an adult, may become a member of this association. All officials must be 21 years of age or older. Junior members (i.e. those not entitled to licensed firearms ownership by virtue of age) may be enrolled and participate in club activities under the supervision of adult members. Certain categories of membership are provided for within SADPA.

**Individual Membership** Members that at least comply with the criteria of Sections 9, 10, 13 and 15 of the Firearms Control Act, 2000, Act Nr. 60 of 2000 and are acceptable to the norms, values and standards of SADPA, have paid their due fees, and have successfully completed the relevant prescribed training course (section 4(1)(b)(ii) of the Firearm Control Regulations 2004), may be awarded individual membership to SADPA.

**Dedicated Membership.** Members that comply with:

- i. the criteria for individual membership as well as Section 16 of the Firearms Control Act, 2000, Act Nr. 60 of 2000;
- ii. the criteria of Section 4 of the Firearm Control Regulations 2004, and
- iii. are acceptable to the norms and values of SADPA,
- iv. have paid their due fees,
- v. and have successfully completed the relevant prescribed training course (section 4(1)(b)(ii) of the Firearm Control Regulations 2004),

may be awarded dedicated membership individual membership to SADPA.

**Corporate Membership.** Business entities that comply with criteria set down by the Executive Committee from time to time may be awarded corporate membership.

## **ARTICLE V – Dues**

No member of the Association, in arrears, shall be eligible to participate in SADPA activities or to enjoy any other of the privileges or benefits offered by this Association.

Membership dues shall be payable annually in advance and period of membership shall be for twelve calendar months from the date of payment of annual membership dues. Membership must be renewed before 30<sup>th</sup> April of each year.

## **ARTICLE VI – Meetings**

**Annual General Meeting (AGM).** The AGM of the Association shall be held during the first quarter of each calendar year. If the AGM does not take place it shall be held within a reasonable time thereafter. The purpose of the AGM is to permit members to obtain insight into the management and developments in the association and for planning purposes and the election of national ExCo officials on a two yearly basis.

Notice of an AGM will be circulated to all paid up members by electronic mail; no later than (21) twenty one days prior to the proposed date of the AGM.

**Business of the AGM.** The business of the AGM is to:

- Inform members regarding developments in the Association by means of respective annual reports from officials.
- Approve the financial report for the preceding year and the budget estimate and proposed expenditure for the coming year.
- Elect members to the ExCo.
- Determine new trends and needs of members.

**Voting.** Any Paid-up member has the following voting rights:

- a. The election of ExCo officials.
- b. On issues that require a decision during AGM and Special meetings.
- c. Voting will be done by means of closed ballot.
- d. Majority vote will be determining

**Quorum.** At the AGM a quorum will be constituted if vote or proxy represents a total of twenty five percent of the members. If a quorum is not possible after postponement of the AGM for thirty minutes, the votes and proxies present will constitute such a quorum.

**Regular Meetings.** The regular business meeting of the Association shall be the meeting of the ExCo who shall meet for the transaction of ordinary business and shall be at least six times a year. The ExCo will conduct the day-to-day business of SADPA and shall fix the time and place of such regular meetings. Decisions will be consensus based.

**Quorum.** Five members of the ExCo shall constitute a quorum.

**Special Meeting.** A special meeting of the Association may be held at any time upon the call of the Chairperson or upon the call of a minimum of two members of the ExCo, or upon demand in writing, stating the object of the proposed meeting, and signed by at least 25 paid-up members of SADPA and/or a club chairman of SADPA. Notice of the time, place and object of any special meeting shall be given to all officials/ officers and members in good standing in writing not less than (14) fourteen days prior to the date fixed for the holding of the meeting. The ExCo shall fix the place of such a special meeting. This is an extraordinary meeting and is there to discuss matters of urgency or to resolve problems experienced in the association.

## **ARTICLE VII – Officials**

The officers of this organisation shall be as listed below; who acting together shall constitute the Executive Committee (ExCo). They shall be elected by a majority vote, by ballot, of the members in good standing at the AGM of the organisation. They shall hold office for two years or until successors are elected, whichever may be sooner. Their period of office may only be extended for longer than two years with the approval of a properly constituted AGM or Special General Meeting. All officers must be 21 years of age or older.

The ExCo will be composed of the following officials:

- a. Treasurer. Elected in odd year.
- b. Director Administration (Dir Admin). Elected in even year.
- c. Director Safety and Training (Dir. S&T). Elected in even year.
- d. Director Matches and Competitions (Dir M&C). Elected in odd year.
- e. Director Marketing and Sponsorships (Dir M&S). Elected in odd year.
- f. Director Club Development (Dir. CD). Elected in odd year.
- g. Co-opted Member (s). Identified and appointed by ExCo as required.
- h. Regional Representative for Africa as appointed by IDPA Headquarters, Berryville, Arkansas, USA, will be a permanently co-opted member of the ExCo.

The function of rotating chairperson shall be performed by one of the ExCo members

duly appointed by a majority of the ExCo members on a year to year basis.

The ExCo has general supervision and control of all the activities of the Association. The ExCo may enter into agreements with other organisations and individuals to further the objectives of the Association. The ExCo functions and conducts its business on the basis of consensus and majority vote.

Resignation by any officer must be submitted to the ExCo in writing.

A vacancy in the ExCo may be filled by a majority vote of the remaining members of the ExCo and the official thus selected will serve as a full member of the ExCo until the first AGM or Special General Meeting at which time this post will be filled by election. However, if more than one vacancy simultaneously exists, a special meeting of the Association shall be called and new officials shall be elected to fill the vacancies.

The officials of this Association shall maintain individual membership in SADPA for their tenure in office.

## **FUNCTIONS OF OFFICIALS**

**Regional Representative for Africa (RRFA)**. The RRFA is the official representative of IDPA in Africa and is the official liaison appointed by and with IDPA Headquarters. He / She guides and assists all directors regarding their function in Africa as well as regarding the establishment of clubs and IDPA national bodies in Africa. He / She represents Africa and South Africa in meetings of international standing.

**Treasurer**. The Treasurer shall:

- a. be responsible for the collection of all fees and dues taking proper receipt therefore.
- b. have charge of all funds of the Association and place the same in such bank or banks as may be approved by the ExCo. Such money shall only be withdrawn and for the payment of such bills the ExCo have approved.
- c. keep accurate account of all transactions and render a detailed report with vouchers at any meeting of the ExCo when requested and an annual report to the Association at its Annual General Meeting.

## **SADPA Director Administration and Secretarial Services:**

The SADPA director for administration and secretarial duties shall:

- a. Keep a true record of all meetings of the ExCo and the Association and have the custody of the books and papers of the Association:
- b. Conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of South African Defensive Pistol Association
- c. Notify the members of the ExCo of all meetings and shall notify the members of the special and annual meetings, as required in Article VI
- d. Receive all applications for membership in the Association
- e. Issue the membership cards
- f. Be responsible for re-affiliating the Association annually with organisations as deemed necessary by the Exco

- g. Manage the application for DSS
- h. Manage the uploading of the minutes of the Exco meetings on the SADPA website.
- i. Maintain a database of the following:
  - aa. Affiliated Clubs (in conjunction with Director Club Development he must maintain a database of all affiliated clubs and their relevant contact detail)
  - bb. All paid up members
  - cc. All accredited Safety Officers
  - dd. All bona Fide/Dedicated Sportsmen/women
  - ee. All occasional sportsmen/women
  - ff. All shooting competition results to determine the level of participation of all paid up SADPA members in conjunction with Director Matches & Competitions.
  - gg. Assist the Secretary with the issue of membership cards and other related administration.

**Director Safety and Training.** The Dir. S&T is responsible for SADPA safety and training in South Africa and Africa. The Dir. S&T shall:

- a. ensure that safety standards and training methods is of a high quality;
- b. conduct safety and training courses for prospective Safety Officers and Match Directors;
- c. in accordance with decisions of the ExCo issue qualified Safety Officers and Match Directors with relevant certificates;
- d. ensure that the relevant training programs are affiliated to accredited firearm training associations and have accreditation with the SA Police Service;
- e. be responsible for the classification of all shooters according to the rules of SADPA;
- f. guide the establishment of the SADPA Development Strategy;
- g. compile an annual report;
- h. assist the secretary to compile the National Membership database of SADPA. This includes the database of Safety Officers.

**Director Matches and Competitions.** The Dir. M&C will be responsible for the proper presentation of all SADPA matches and competitions in South Africa and Africa in accordance with the rules and philosophy of IDPA. The Dir. M&C shall:

- a. ensure that the standards and philosophy of SADPA match requirements is applied to all club, provincial, national and international matches and competitions being held in Africa and South Africa;
- b. in conjunction with Dir. Admin, be responsible for the compilation and record keeping of all shooting competition results to determine the level of participation of all paid-up SADPA members;
- c. present an annual report or reports as requested by the ExCo as to the status of matches and competitions in South Africa.

**Director Marketing and Sponsorships.** The Dir. M&S is responsible for the marketing strategy for the Association and general marketing related aspects as well as the acquisition of sponsorships for the sport on a national level. This includes

sponsorships for special projects and other related issues. The Dir. M&S is responsible for liaison with other organisations or associations as directed by the ExCo

**Director Club Development.** The Dir. CD is responsible for liaison with the clubs nationally. He/she shall:

- a. assist with the club starter program and support Dir. S&T and Dir. M&C with their activities;
- b. be the nodal point of contact of the ExCo relating to clubs. All clubs must submit their suggestions and complaints to the Dir. CD who will in turn forward
- c. it to the Secretary for discussion and action. The Dir. CD will inform the Exco of the relevant requirements of the clubs and the general status of clubs;
- d. assist new clubs with advice in conjunction with Dirs. S&T, M&C and M&S; in conjunction with Dir. Admin maintain a database of all affiliated clubs and their relevant contact detail;
- e. assist the Regional Representative for Africa with regional club administration where and when necessary.

**Co-opted Members.**

Co-opted member (-s) is responsible for special projects as identified by the Exco. This is any project outside the normal functions of the Exco. The Exco must decide on Special Projects and this must be recorded in the minutes of the Exco meeting. This member/these member (-s) will be available to assist any other portfolio in his/her/their tasks.

**Rotating Chairperson.**

The chairperson is appointed on an annual rotating system, where he/she will serve a term of twelve months where after a next ExCo member will take over as Chairperson. The newly elected ExCo elects the Chairperson, by majority vote at the first Exco meeting of the newly appointed Exco. The Exco may re-elect the same Chairperson that presided in the previous 12 months, for a second term, provided that the same person cannot be elected to serve more than 2 consecutive terms as Chairperson.

The functions of the Chairperson are as follows:

- a. Direct and control meetings in a co-ordinating and non-executive role.
- b. Sign in conjunction with the secretary all relevant documents pertaining to the association.
- c. Fulfil a ceremonial role during functions.

In the absence of the Chairman, the Secretary will fulfil this role or appoint any other elected Exco member to fulfil the function.

**ARTICLE VIII - Suspension or Expulsion**

**Suspension or Expulsion by Special General Meeting**

Membership of any member of SADPA (including Exco members) may be revoked by a

two-thirds majority vote of the members in good standing present at any special general meeting called for this purpose. No vote on suspension or revocation of membership may be taken unless at least fourteen (14) days notice in writing shall have been given to the member / official of the reasons for his/her removal and of the time and place of the special meeting at which such ballot on his/her removal is to be taken. At such special meeting the member shall be given a full hearing.

Any member may be suspended or have his membership revoked for any cause deemed detrimental to SADPA or the shooting sports, by way of a two-thirds majority vote of present members at any special general meeting called for this purpose.

### **Suspension or Expulsion by Exco**

Any member in good standing may lay charges against any official or member in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits, which are to be used in support of the charges. Such charges shall be filed with the Secretary, who will immediately notify the Exco. The Chairperson will call a meeting for the ExCo to hear the charges. The Secretary will give at least (14) fourteen days notice of the meeting to each member of the Exco, to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

A simple majority vote of the Exco shall decide on any recommendation for suspension or expulsion.

Any member suspended or expelled by the Exco may appeal to the full membership of the Association. Such appeal shall be made in writing to the Secretary who will notify the Exco. The Chairperson will call a special meeting of the Association for the purpose of acting on the appeal. The Secretary shall give at least (14) fourteen days notice in writing to all members of the Association in good standing stating the date, time, place and reason for such special meeting. At the meeting of the full Association (or relevant quorum), the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Exco at which the charges were heard and action taken. A full hearing will be given to the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds majority vote shall be required to reverse the action of the Exco.

SAPS shall be given a complete report whenever a member of this Association is suspended or expelled, showing charges and action taken.

### **ARTICLE IX - Match Rules**

Competitions and shooting events will be held in accordance with the philosophies and rules of the Executive Board of International Defensive Pistol Association.

### **ARTICLE X – Finances**

The Association Treasurer shall have charge of all funds, membership dues, and other income of the Association and place the same in such bank or banks as may be approved by the Exco.

All income, whether cheques or cash shall be deposited as above and may not be directly credited to any petty cash amount held or to any third party.

Such money shall only be withdrawn and for the payment of such bills the ExCo have approved. The Treasurer shall keep accurate account of all transactions and render a detailed report with vouchers at any meeting of the Exco when requested and an annual report to the Association at its Annual General Meeting.

The Treasurer may maintain a petty cash amount for payment of day to day office administration expenses, such amount will be accounted for as above and the total amount of cash and/or vouchers on hand at any time may not exceed a sum authorised by majority Exco decision. A detailed petty cash expenditure report with vouchers submitted and approved at any meeting of the Exco shall authorise the withdrawal of a sum equal to the total of the approved vouchers in order to restore the petty cash amount held to the approved level.

No salaries, directors fees, donations, subsidies, gifts or honorariums may be paid to any person, member or official from Association Funds unless such has been authorised in terms of a budget previously presented to and approved by a majority vote of a properly constituted AGM or Special General Meeting.

Real expenses incurred by officials and other members in execution of SADPA business may be reimbursed subject to authorisation by a majority Exco decision and such expenditure must be detailed in the annual financial report tabled for approval during the AGM. Such Exco authorisation must also be in terms of a budget estimate previously presented to and approved by a majority vote of a properly constituted AGM or Special General Meeting.

Any property or asset acquired by the association shall remain the property of the association, and shall be recorded in an asset register and may only be disposed of in a manner approved by a majority Exco decision. Responsibility for the management thereof shall rest with the Treasurer.

#### **ARTICLE XI – General**

The intellectual property of SADPA remains the exclusive right of the Exco.

Any reference to the male gender is considered to be referring to gender equality.

#### **ARTICLE XII – Amendments to the Association Constitution**

Any member of the Association may introduce proposed amendments or request a special meeting called for this purpose. Such proposed amendments must be submitted to the Exco for consideration. The proposal shall then be tabled at the first occurring AGM for approval by the members present at the AGM and after the amendments have been approved, they must be acted upon by the Exco and incorporated into the constitution.



The SADPA membership must then be informed about the outcome of such proposal at an AGM or Special Meeting called for this purpose. Approval and adoption of such amendments will be by a 2/3<sup>d</sup> majority vote of members present or represented by proxy at such an AGM or Special General Meeting.

---

Date: \_\_\_\_\_

SADPA Chairperson

**South African Defensive Pistol Association (SADPA)**

**PO Box 2501**

**North Riding**

**2162**

**South Africa**