

GAUTENG FRESHWATER BANK ANGLING FEDERATION CONSTITUTION

1. Name

- 1.1 The organisation hereby constituted will be called:
Gauteng Freshwater Bank Angling Federation.
- 1.2 Its shortened name will be e.g. GFBAF (hereinafter referred to as the Organisation).
- 1.3 Body corporate
The Organisation shall:
 - Exist in its own right, separately from its Representative Club Members.
 - Continue to exist even when its Representative Club Membership changes and there are different Office Bearers.
 - Be able to own property and other possessions.
 - Be able to sue and be sued in its own name.

2. Objectives

2.1 Main Objective

2.1.1 To act as the controlling body for freshwater bank angling (including all its related facets) within the confines of its borders as defined by the National Federation.

2.2 Other Objectives

- 2.2.1 To affiliate to the National Federation (controlling body) for the sport (SAFBAF);
- 2.2.2 To assist Representative Club Members in organising the sport within club structures;
- 2.2.3 To conserve all angling resources and to promote the fight against pollution;
- 2.2.4 To select provincial teams to represent the Organisation,
- 2.2.5 To apply the rules and regulations applicable to the sport in conjunction with the rules drafted by the National Federation;
- 2.2.6 To manage the Organisation as a non-political entity;
- 2.2.7 To purchase, sell and administer any fixed property in the name of the Organisation;

3. Income and property

- 3.1. The Organisation will keep a record of everything it owns.
- 3.2. The Organisation may not distribute money or property to its Representative Club Members or Office Bearers. It may remunerate Representative Club Members or Office Bearers for work done or expenses incurred on behalf of the Organisation. The payment must be reasonable for the work that has been done.

4. Representative Club Membership and General Meetings

- 4.1. Representative Club Membership is limited to existing Clubs of "Good Standing" who at the time of the acceptance of this Constitution was a Member of the Organisation.
- 4.2. If a Club wants to become a Member of the Organisation, the Club will have to apply to the Organisation's Executive Committee. The criteria for qualification are further described in the Household Rules of the Organisation. The Executive Committee reserves the right to decline an application for membership.
- 4.3. Representative Club Members of the Organisation must attend its Annual General Meetings. At the Annual General Meeting Representative Club Members exercise their right to determine the policy of the Organisation.
- 4.4. All Representative Club Members are required to provide the Organisation with a copy of their constitution for approval by the Executive Committee and for record-keeping purposes.
- 4.5. All Representative Club Members are required to comply with the financial and administrative requirements of the Organisation as further described in the Household Rules. Representative Club Members who are not in "Good Standing" may not attend meetings of the Organisation.
- 4.6. Quorums for meetings will be as follows:
 - Annual General Meeting – 3 Members of the Executive Committee and at least 10 Representative Club Members.
 - Special General Meeting – 3 Members of the Executive Committee and at least 10 Representative Club Members.
 - General Meeting – 3 Members of the Executive Committee and at least 10 Representative Club Members.
 - Executive Committee Meeting – 3 of the 5 Members.

5. Management and Executive

- 5.1. An Executive Committee will manage the Organisation. The Executive Committee will be made up of competent individuals affiliated to the Representative Club Members. They, along with the members of the General Management Committee, are the Office Bearers of the Organisation.
- 5.2. Office Bearers will serve for a period of two years on a rotational basis, but may stand for re-election if they are nominated, willing and re-elected by the Representative Club Members in accordance with the prescripts of this Constitution.
- 5.3. The day-to-day running of the Organisation is conducted by the Executive Committee. The Executive Committee is made up of the following Office Bearers:
 - 5.3.1. The President of the organisation;
 - 5.3.2. The Vice-President of the organisation;
 - 5.3.3. The Secretary of the organisation;
 - 5.3.4. The Treasurer of the organisation;
 - 5.3.5. The additional office bearer on the executive of the organisation;
- 5.4. If a member of the Executive Committee does not attend three Executive Committee Meetings in a row, without having applied for and obtaining leave of absence from the President, the Executive Committee can co-opt a new Office Bearer to replace that person until the next election of Office Bearers.

- 5.5. The Executive Committee will meet at least once every three months. A quorum is necessary to make binding decisions on behalf of the Organisation.
- 5.6. Minutes will be taken at every meeting to record the Executive Committee's decisions.
- 5.7. The Executive Committee has the right to form Sub-Committees to assist in the running of the Organisation. There must be at least two persons on a Sub-Committee. The Sub-Committee must report to the Executive Committee as and when required. The decisions that Sub-Committees take must be presented to the Executive Committee. Operational decisions may be ratified by the Executive Committee, however, constitutional decisions should be recommended by the Executive Committee for approval at an Annual or Special General Meeting.
- 5.8. In addition to the Executive Committee, a General Management Committee will be appointed to assist the Executive Committee to discharge its duties. The detail and Job Descriptions of the Office Bearers of the General Management Committee are further described in the Household Rules of the Organisation.

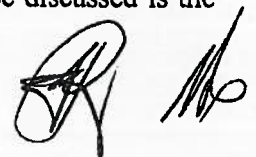
6. Powers of the organisation

The Executive Committee may take on the power and authority that it believes is necessary to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.

- 6.1. The Executive Committee has the power and authority to raise funds or to solicit and receive contributions on behalf of the Organisation.
- 6.2. The Executive Committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 6.3. The Executive Committee has the right to make by-laws for proper management, including procedure for application, approval and termination of Representative Club Membership. The Executive Committee may approve annexures to this constitution including annexures in respect of Household Rules, delegation of authority and angling rules.
- 6.4. The Household Rules of the organisation are an additional document that guides the management and administration of the Organisation. The Household Rules may be amended by the Executive Committee as and when required. However, no clause in the Household Rules may be in contravention of this Constitution. In the case of uncertainty the regulation in the Constitution will apply.
- 6.5. The powers and functions of Office Bearers will be defined in the Household Rules.
- 6.6. Representative Club Members must abide by decisions made by the Executive Committee.

7. Meetings and procedures of the committee

- 7.1. The Annual General Meetings will be held as described in point 8.
- 7.2. The Organisation must hold at least one Representative Club Member meeting each year.
- 7.3. The Executive Committee or Five Representative Club Members may call a Special General Meeting, provided it is in writing and is properly motivated. Members of the Executive Committee and Representative Club Members must be informed of the proposed date for the meeting not less than 21 days before it is due to take place. The issues to be discussed at the meeting must accompany such a notice. If, however, one of the matters to be discussed is the

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appointment of a new Executive Committee Member, then at least 30 days notice must be given to the Executive Committee and Representative Club Members.

- 7.4. The President shall act as the Chairperson of the Executive Committee. If the President does not attend the meeting, then the Vice-President of the Organisation will chair the meeting. Failing this the Members of the Executive Committee who are present will appoint a person to chair that meeting. This must be done before the meeting starts.
- 7.5. There must be a quorum whenever such a meeting is held. (refer 4.6)
- 7.6. When necessary, the Executive Committee will vote on issues.
- 7.7. Minutes of all meetings must be kept safely and always be on hand for Members to consult.

8. Annual general meetings

The Annual General Meeting must be held once every year, within 90 days of the Organisation's financial year-end.

The Organisation should deal with the following business, amongst others, at its annual general meeting:

- 8.1 Approval of the items to be discussed on the agenda.
- 8.2 Circulate an attendance register and note apologies.
- 8.3 Read and confirm the previous meeting's minutes with matters arising.
- 8.4 Chairperson's report.
- 8.5 Treasurer's report and approval of all Representative Club Membership fees for the next financial period.
- 8.6 The approval of the financial statements and appointment of an Accounting Officer.
- 8.7 Changes to the Constitution that Representative Club Members may want to make.
- 8.8 Reports of the Office Bearers
- 8.9 Elect new Office Bearers.
- 8.10 General.
- 8.11 Close the meeting.

9. Finance

- 9.1. An Accounting Officer shall be appointed at the Annual General Meeting. His or her duty is to perform an audit on the finances of the Organisation.
- 9.2. The Treasurer's job is to control the day to day finances of the Organisation. The Treasurer shall arrange for all funds to be put into a bank account in the name of the Organisation. The treasurer must also keep proper records of all the finances.
- 9.3. Banking arrangements and delegation of signing authority should be decided on by the Executive Committee of the Organisation on a periodic basis or whenever the Executive Committee Members are replaced.
- 9.4. The financial year of the organisation ends on **31 March** of every year.
- 9.5. The Organisation's accounting records and reports must be ready and handed to the Director of Non-profit Organisations within six months after the financial year end.
- 9.6. If the Organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the Organisation may invest in securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The Organisation may go to different banks to seek advice on the best way to invest its funds.

10. Voting rights

- 10.1. All Representative Club Members and all Office Bearers have a vote. Representative Club Members with more than 100 affiliated and paid up Full Members have one additional vote.
- 10.2. Representative Club Member votes can only be cast by the official representing the Member Club. Office bearers have to be in attendance to vote. No proxy votes are allowed
- 10.3. If the votes are equal on an issue, then the Chairperson has either a second or a deciding vote.
- 10.4. Executive Committee - Each member of the executive has a vote. If the votes are equal on an issue, then the Chairperson has either a second or a deciding vote.

11. Changes to the constitution

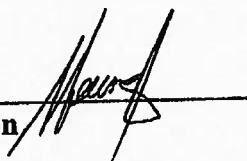
- 11.1. The Constitution can be changed by resolution. The resolution has to be agreed upon and passed by not less than two thirds of the Representative Club Members who are at the Annual General Meeting or Special General Meeting. Representative Club Members must vote at this meeting to change the Constitution.
- 11.2. A Quorum of the Representative Club Members shall be present at a meeting before a decision to change the Constitution is taken.
- 11.3. A written notice must go out not less than twenty one (21) days before the meeting at which the changes to the Constitution are going to be proposed. The notice must indicate the proposed changes to the Constitution that will be discussed at the meeting.
- 11.4. No amendments may be made to the Constitution which would have the effect of making the Organisation cease to exist.

12. Dissolution/Winding-up

- 12.1. The Organisation may be dissolved if at least two-thirds of the Representative Club Members present and voting at a meeting convened for the purpose of considering such matter, are in favour of the dissolution.
- 12.2. When the Organisation dissolves it has to pay off all its debts. If there is property or money left over it may not be distributed to the Representative Club Members of the Organisation. It must be given to another non-profit organisation which has similar objectives. The Organisation's General Meeting can decide what organisation this should be.

This Constitution was approved and accepted by Representative Club Members of Gauteng Freshwater Bank Angling Federation at special general meeting held on 18 July 2012

Chairperson



Secretary

