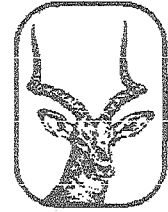


BUSHVELD HUNTERS AND GAME CONSERVATION ASSOCIATION



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Chairman: Nico Wepener

Treasurer: Pieter Wentzel

CONSTITUTION OF THE BUSHVELD HUNTERS AND GAME CONSERVATION ASSOCIATION

Revised Constitution 2016

1. PREAMBLE

In humbleness we acknowledge Three-in-One God as maker and master of the universe and we, as members of the BHC, regard ourselves as subordinate to His supreme authority.

2. NAME

The name of the association is the Bosveld Hunters and Game Conservation Association, hereinafter referred to as "the Association".

3. LEGAL ENTITY

The Association, consisting of the executive management members and individual branches (each with its own management members) is hereby given a legal personality and will, despite any changes to its members or its Executive Management Committee or branch management, function with its own legal personality as an association.

This legal personality is expanded so that each branch has its own legal personality and will operate under the guidance of the executive committee in terms of this constitution and accompanying policy directives as may be issued by the executive management from time to time.

The Association, including its branches, may through the respective managements (whether at executive or at branch level) in its own name and independent of its members own or hire or rent out any assets, enter into liabilities or obligations, and enter into contracts and agreements in the name of the association or its branches (as may be the case).

The Association may also institute or oppose legal action and may sue or be sued in its own or branch name or by a branch (if appropriate) independently of its members. Each branch will be exclusively responsible for any legal obligations or agreements made in the name of that branch and will be responsible for their own costs and expenditures.

All decisions taken and approved in terms of this Constitution or policy/ies must be aligned with the objectives of the association. Where a branch acts on the instructions of

the executive management or any policy or prescription of the executive management and any claim arises therefrom, the executive management will be responsible within the framework of the association. No officeholder of the association will be personally liable during the execution of their duties within the association.

4. The HEADQUARTERS of the Association is in PIETERSBURG/POLOKWANE.

5. OBJECTIVES

- 5.1 To learn about nature and wildlife.
- 5.2 To co-operate with other entities and organisations that have the same objectives as the Association for the preservation, protection, supplementation and ongoing utilisation of nature and wildlife in general.
- 5.3 To promote the hunting of game on a selective, judicious and ethical manner in general and not do anything that is contrary to any law or ordinance regarding wildlife conservation and nature in general.
- 5.4 The Association is a **non-profit** organisation.
- 5.5 The Association is a **non-political** organisation and does not have any political affiliations.
- 5.6 To preserve our heritage of hunting and the use of hunting weapons and to strongly oppose any threat to them. To actively participate in, promote and expand this culture of hunting and the use of hunting weapons, especially amongst the youth. To, by choice, be part of any representative elected body, organisation or association that protects and promotes this culture of hunting and the use of hunting weapons.

6. MEMBERSHIP

- 6.1 Membership is divided into seven groups:
 - 6.1.1 Ordinary membership
 - 6.1.2 Honorary membership
 - 6.1.3 Junior membership
 - 6.1.4 Student membership
 - 6.1.5 Lifelong membership
 - 6.1.6 Family membership
 - 6.1.7 Dedicated membership
- 6.2 Ordinary membership is awarded to all persons who were present at the founding of this Association. All other persons who want to become members of the Association have to apply on the prescribed form and must be recommended by

two existing members. Such applicants' applications will furthermore be subject to approval by the branch management committee and such branch management committee will not have to give any reason should such application be refused. The membership of existing members is renewed annually after payment of the prescribed membership fee.

- 6.3 Honorary membership can be awarded by the Annual General Meeting of the Association on recommendation of the Executive Management Committee, to any person who meets the following requirements and is recommended by their branch:

1) 45 years Senior Membership

No criminal transgression regarding violent crime, nature conservation and/or firearm legislation.

2) 30 years Senior Membership

Honoris Signum

5 years on comprehensive Executive duties

Instructor

No criminal transgression regarding violent crime, nature conservation and/or firearm legislation.

Honorary members enjoy full voting rights, but do not have to pay any annual fee. Such honorary membership is awarded for life, but may be terminated by the Annual General Meeting on recommendation of the Executive Management Committee, should such honorary member act in a manner which is not worthy of the award.

- 6.4 Junior membership is awarded to members who are under the age of 18 and such membership will last until the end of the relevant financial year of the association in which such junior member reaches the age of 18, although such junior member will still be entitled to enter the trophy competition of the relevant year as a junior. Persons who wish to apply for junior membership, follow the same procedure as with ordinary membership, although the initial fee and annual fee may differ. A junior member will not have voting rights and will not be eligible as a candidate for an office.
- 6.5 Student membership is awarded to students, between 18 and 24 years of age, on producing proof of registration. Annual fees for students are the same as for junior membership but such students will have voting rights and will be eligible for management posts in the Association.
- 6.6 Lifelong membership is limited to previously awarded lifelong membership.
- 6.7 Family membership comprises of a primary member, his/her spouse and their children who are 24 years and younger and who are financially dependent on the primary member. Only the primary member will receive correspondence. All family members older than 18 years will enjoy the same privileges and have the same voting rights as ordinary members, while all family members younger than

18 years will enjoy the same benefits as junior members and will not have a voting right and will not be eligible for election for any office. Family membership can be obtained by applying with the prescribed form and is subject to the same conditions as for ordinary membership.

- 6.8 Dedicated membership is awarded to members who comply with the requirements as set out in the Firearms Control Act (Act no 60 of 2000) and the accompanying regulations, to be registered as a dedicated Hunter and who applies for dedicated membership. Application must be made on the prescribed application form. Such applications will further be subject to recommendation by the branch management committee of the branch of which the applicant is a member and to approval by the Executive Management Committee of the Association. Dedicated membership will further be subject to the same conditions as for ordinary membership.

7. MEMBERSHIP FEES

- 7.1 Membership is valid for 1 (one) year.
- 7.2 Membership fees are payable in advance on or before the end of the financial year of the Association, namely 28 February of each year, with a grace period of 3 months after the onset of the new financial year.
- 7.3 A member who fails to renew his membership on or before the date, 3 months after the commencement of the new financial year of the association for the specific year, will cease to be a member of the Association and his name will be removed from the member register and will accordingly not have a voting right at the annual general meeting. Should such a person wish to become a member again, he will be obliged to re-apply on the prescribed application form, and provided that his arrear membership fees are paid within three months after the annual general meeting, such member will not have to pay commencement fees.
- 7.4 New members will pay the normal commencement fees, but annual membership fees will be paid, depending on the date of obtaining membership, on a pro rata basis and calculated quarterly. The commencement fee is a once-off payment on approval of membership. Commencement fees and annual fees are determined at the Annual General Meeting of the Association and can be reviewed from time to time by the Annual General Meeting.

8. COMPOSITION OF THE MANAGEMENT OF THE ASSOCIATION

The management of the Association will consist of:

- 8.1 The Executive management of the Association will consist of the following office-bearers:

8.1.1 President

8.1.2 Chairman

8.1.3 Vice-chairman (maximum2)

8.1.4 Secretary

8.1.5 Treasurer

8.1.6 As many additional management posts as may be required from time to time, which may be stipulated in relevant policies, as determined by an executive management decision.

8.1.7 The Chairmen and Vice-chairmen of all the branches

8.1.8 The Chief executive Officer of the Association.

8.2 The above-mentioned officers, excepting those in clause 8.1.7 and 8.1.8, will be elected biennially by all members present at the Annual General Meeting.

8.3 The Executive "day-to-day" management will consist of the office-bearers as set out in paragraphs 8.1.1 to 8.1.5.

8.4 The branch chairmen and branch vice-chairmen will be elected biennially at branch level.

8.5 The Chief Executive Officer will be appointed by the Executive Management of the Association, and will sit but will have no voting right on the Executive Management Committee. (Refer clause 13.1.3).

8.6 Branch management committees of the Association will consist of the following officers:

8.6.1 Chairman

8.6.2 Vice-chairman (a maximum of 2 will have voting rights on the executive management)

8.6.3 Secretary

8.6.4 Treasurer

8.6.5 As many additional members as required at branch level.

8.7 The day-to-day management of the branch will consist of the office-bearers as set out in paragraphs 8.6.1 to 8.6.4.

8.8 A maximum of 4 (four) vice-presidents can be appointed annually by the Executive Management Committee, if necessary, which vice-presidents will only act in an advisory capacity. Their term of office will only last 1 (one) year. New vice presidents will be appointed annually.

9. TERM OF OFFICE

- 9.1 Members of the Executive Management Committee are elected for a period of 2 (two) years, after which period such members will be eligible for re-election.
- 9.2 Members of branch managements are elected for a period of 2 (two) years, after which period such members will be eligible for re-election.
- 9.3 The management members, on Executive Management or branch level, are entitled to fill vacancies in their midst by way of co-option from members of the Association who have voting rights.

10. QUORUM

- 10.1 A quorum at an annual general meeting and a special annual general meeting will be at least 30 (thirty) members with voting rights. At branch level, at least 5% of the paid-up members must be present to form a quorum. If there is not a quorum present during a meeting, the meeting will be adjourned to an alternative date, on which date the members present shall form a quorum.
- 10.2 As far as management meetings are concerned, a quorum will consist of half of the members of management plus 1(one).
- 10.3 Voting rights in any meeting may be made by proxy by written mandate by one paid-up member (proxy) to another paid-up-member. A paid-up member may only make one proxy vote where he/she is present.

11. NOMINATIONS FOR MANAGEMENT POSTS

All nominations for management posts on the Executive Management Committee and branch management committees, must be done in writing and be filed with the relevant secretary at least 7 (seven) days before the date of the relevant central management committee meeting. At branch level, written nominations must be submitted to the relevant branch secretary before the start of the branch's Annual General Meeting. All nominations must be written and must be signed by the person being proposed as well as two other members as proposer and seconder. These rules are not applicable to serving or co-opted management members.

12. ABSENCE FROM MEETING

- 12.1 If a chairman of a management committee is absent from a meeting, the vice-chairman will fill his position and in the absence of the vice-chairman, the members present at the meeting will appoint a temporary chairman from those members present.

- 12.2 Should any management member be absent from 2 (two) consecutive meetings without good reason, such member can be summarily relieved from his office and the vacancy can be filled by any person who may be elected as such at the following Annual General Meeting or who may in the meantime be co-opted by the relevant management.
- 12.3 Should the chairman or vice-chairman of a branch be unable to attend an Executive Management Committee meeting, then a member of the relevant branch must be appointed to attend the meeting in their stead, which member will then act as a proper member of the Executive Management Committee for the duration of the meeting in question.

13. POWERS AND DUTIES OF MANAGERMENTS

13.1 The Executive Management Committee will be responsible for:

- 13.1.1 The promotion of the public image of the Association and its objectives.
- 13.1.2 The coordination of administration including finances and keeping of a members' register and a register of the activities of members.
- 13.1.3 The appointment of officers or employees for remuneration and with conditions of service as may be deemed fit for the pursuance of the Association's objectives and to suspend or dismiss such officers or employees at their discretion.
- 13.1.4 The purchase, lease or acquisition of immovable property in the pursuance of the objectives of the Association, and to sell, rent, or in any other way alienate or burden such immovable property. All property transactions, albeit on management or branch level, will be done in the name of the Bosveld Hunters and Game Conservation Association and will be referred to by the Executive Management or the branch name as necessary.
- 13.1.5 All property transactions as described in 13.1.4 at all levels will be subject to prior approval by the relevant Executive Management or branch management (as appropriate) and may not be approved by the day-to-day management. This approval will be supplied by means of a majority vote where a quorum is present. The chairman of the relevant management is authorised to sign all transfer or legal documents that are approved by this resolution.
- 13.1.6 Allow new branches of the Association to be founded for the pursuance of the objectives of the Association and within the Constitution of the Association.
- 13.1.7 Arranging inter-branch activities.
- 13.1.8 Arranging the Annual General Meeting and the Year-end function of the Association.

- 13.1.9 The control, management and maintenance of all property of the Association that is not handled at branch level.
- 13.1.10 Will arrange meetings as often as possible, but not less than once every four months.
- 13.1.11 The Executive Management Committee will have the right to institute rules and regulations in the form of policies that may be necessary or useful to bring in order any of the activities of the Association with consideration of the interests of the branches and pursuance of the association's aims. Such policies must align to the constitution of the association.
- 13.1.12 The Executive Management Committee will open a bank account at such banking institution as the majority of the management may decide and will make investments in such a manner that will be to the advantage of the Association. All payments or payment approvals of the Association will be signed by at least 2 (two) persons as may be appointed by the Executive Management Committee from time to time.
- 13.1.13 The Executive Management Committee will decide annually on the distribution of membership fees between branches and the head office of the Association.
- 13.1.14 The hearing of appeals relating to any disciplinary hearings in terms of the disciplinary code as issued occasionally.
- 13.1.15 Make recommendations relating to the suspension of honorary membership.
- 13.1.16 Minutes will be kept of all meetings.
- 13.2 The branch management committee will be responsible for:
 - 13.2.1 The management of the business of the relevant branch of the Association within the framework of the Constitution and objectives of the Association and with the further objective to better serve the members and thereby expand membership through active recruitment of members;
 - 13.2.2 Every branch management committee will open a bank account at such a banking institution as the majority of the management may decide. All payments or payment approvals must be signed by 2 (two) members of the branch management as appointed by the branch management from time to time;
 - 13.2.3 Each branch management committee is under obligation to furnish the treasurer of the Executive Management Committee with financial statements on or before 30 April of every year;

- 13.2.4 Any assets purchased by the branch or obtained from own funds and from funds generated by the branch or by way of awards from the Executive Management Committee, falls under the control of such branch for as long as the branch continues to be a branch of the Association;
- 13.2.5 The control, management and maintenance of all property of the Association that falls under the relevant branch;
- 13.2.6 at the dissolution of a branch or if a branch ceases to function, all monies, assets and property which were under the control of such branch, will then fall under the control of the Executive Management Committee of the Association unless otherwise specified in writing of a bequest or donation ;
- 13.2.7 Minutes will be kept of all meetings.

14. EDITOR

The editor will be appointed by the Executive Management Committee, who will attend meetings, but will not have a voting right. The Impala and other newsletters will be the responsibility of the editor, assisted by such co-opted members as applicable.

15. THE ADVISORY COMMITTEE

COMPOSITION:

The advisory committee shall consist of:

- 15.1 The President
- 15.2 The Chairman of the Executive Management Committee
- 15.3 All the vice-presidents
- 15.4 All Honorary members

16. POWERS AND DUTIES OF THE ADVISORY COMMITTEE

- 16.1 The advisory committee will only have advisory obligations and no executive authority.
- 16.2 The advisory committee will not meet regularly, but will do so on request by the president or the chairman of the Executive Management Committee, to consider any matter and to give advice on such matter to the Executive Management Committee.
- 16.3 Minutes will be kept of all meetings.

17. DISCIPLINARY MATTERS

- 17.1 The disciplinary code forms an addendum to the Constitution and is attached hereto.
- 17.2 Any disciplinary action against a member shall be subject to the disciplinary code and such disciplinary action and/or steps will be done in accordance with the disciplinary code.
- 17.3 A member who has been convicted in any competent court, of a criminal offence of any authority, province or country, and such offence is contrary to the aims of the association, is not eligible to be elected in any post of a Branch management committee and/or Executive management committee and may not serve on any such committee.

18. ANNUAL GENERAL MEETINGS

- 18.1 The Annual General Meeting of the Association will be held at Polokwane on a date to be decided upon by the Executive Management Committee, but not later than the end of November of each year.
- 18.2 Members will be advised in writing or electronically, at least 7 (seven) days before the date on which the Annual General Meeting will be held.
- 18.3 All members whose membership fees are paid up to date, excluding junior members, will have one vote (unless they hold a proxy vote on behalf of another paid-up member) at the annual general meeting and will have only one vote per each separate matter that is brought to vote.
- 18.4 At the annual general meeting:
 - 18.4.1 The minutes of the previous annual general meeting will be read,
 - 18.4.2 The reports of the chairman of the Executive Management Committee and the president will be attended to,
 - 18.4.3 The financial statements of the Association will be discussed and attended to,
 - 18.4.4 Suggestions relating to the amendment of the Constitution will be considered,
 - 18.4.5 Approval or disapproval of proposed annual membership fees,
 - 18.4.6 Discussion of general matters,
 - 18.4.7 Officials of the Executive Management Committee will be elected,
 - 18.4.8 The auditors of the Association will be appointed.

18.4.9 All decisions, other than proposals of changes to the constitution as contained in that constitution (22.4), will be decided by means of an ordinary majority decision.

19. SPECIAL GENERAL MEETING

- 19.1 The Executive Management Committee has the right and is obligated if requested, in writing, to do so by 30 (thirty) members with a voting right, to arrange a special general meeting with at least 7 (seven) days written or electronic notice thereof.
- 19.2 Only matters which have been requested in writing, and placed on the agenda for the meeting will be attended to.
- 19.3 An agenda with the matters for discussion at the special general meeting must accompany the notification for such a meeting.

20. ANNUAL GENERAL MEETINGS AT BRANCH LEVEL:

- 20.1 The annual general meeting of the branches of the association will be held at the relevant branch on a date determined by the branch management, but not later than the end of May of each year.
- 20.2 Members must be notified electronically or in writing at least 7 (seven) days before the date on which the annual general meeting will be held.
- 20.3 All members whose membership fees are paid up to date, excluding junior members, will have one vote (unless they hold a proxy vote on behalf of another paid-up member) at the annual general meeting and will have only one vote per each separate matter that is brought to vote.
- 20.4 The following will happen at the Annual General Meeting:
 - 20.4.1 The minutes of the previous Annual General Meeting will be read,
 - 20.4.2 The chairman's report will be presented and dealt with
 - 20.4.3 The financial statements of the Branch will be discussed and attended to
 - 20.4.4 Discussion of general matters,
 - 20.4.5 The election of designated management members
 - 20.4.6 Appointment of a financial officer for the branch
 - 20.4.7 All decisions will be decided by means of an ordinary majority decision.

21. SPECIAL GENERAL BRANCH MEETING:

21.1 The Branch Management Committee has the right and is obligated if requested, in writing, to do so by 5% members with a voting right, to arrange a special general meeting with at least 7 (seven) days written or electronic notice thereof.

21.2 Only matters which have been requested in writing, and placed on the agenda for the meeting will be attended to.

21.3 An agenda with the matters for discussion at the special general meeting must accompany the notification for such a meeting.

22. GENERAL

22.1 At any meeting of the Association, voting will take place by way of a show of hands or by way of ballot papers. The meeting may decide on the manner of voting.

22.2 At all meetings of the Association, the chairman will have an ordinary as well as a casting vote.

22.3 A chairman may not submit any proposals.

22.4 Suggestions for the amendment of the Constitution will only be allowed if notice of such an amendment has been given to all members of the Association at least 21 (twenty one) days before the date of such meeting. The notice can be in written or electronic format as well as be posted on the webpage. Any amendments to the Constitution will only take place if at least two thirds of the members present agree thereto.

22.5 Should it be decided to dissolve the Association, at least one third of the members of the Association will, at a general meeting, decide on what to do with the assets of the Association. If there are less than one third of the members present at such meeting, the meeting will be adjourned for a period of 21 (twenty one) days, on which date the meeting will be resumed and all matters will be concluded, notwithstanding the number of members present at such meeting.

22.6 The decision to dissolve the Association can only be taken at a special general meeting where at least a third of paid-up members are present.

23. HONORARY AWARDS TO MEMBERS

An honorary award known as the "Honoris Signum" can be awarded to a member who at least:

23.1 has been a paid-up member of the Association for an uninterrupted period of 5 (five) years and who has rendered exceptional services to the Association and in particular to the sport of hunting; or

23.2 has served on the management and/or advice committee for a period of at least 10 (ten) years.

24. TROPHY RULES

Trophy competition rules can only be amended at an Annual General Meeting after 7 (seven) day's written or electronic notice of the proposed amendment has been given.

Signed at Pobolwone on this 19 day of January 2018



Executive Chairman



President



Witness 1

Witness 2