

CONSTITUTION OF THE SOUTH AFRICAN NATIONAL SCHOOLS SHOOTERS UNION

(adopted 26 October 2013, and amended 27 October 2018)

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1. DEFINITIONS

- 1.1 **Member:** Any individual affiliated to a Province or directly to SANSSU
- 1.2 **Provinces:** those bodies elected by members to run the affairs of that province, under the direction of SANSSU.
- 1.3 **Executive Committee Member:** those members nominated and elected by provinces to constitute the Executive Committee of SANSSU.
- 1.4 **Provincial Representatives:** those members who have been duly appointed by the Provinces to represent them on the SANSSU Council.
- 1.5 **SANSSU Council:** consisting of 2 representatives from each affiliated Province which is in good standing with SANSSU, appointed by their respective affiliated Province.

2. LANGUAGE:

- 2.1 Words in the singular shall include the plural, words in the plural shall include the singular;
- 2.2 Words of the masculine, feminine or neutral gender shall include any gender.

3. NAME

The organisation hereby constituted will be called the ***SOUTH AFRICAN NATIONAL SCHOOL SHOOTERS UNION***

Its shortened name will be ***SANSSU*** (which may be referred to as the organisation).

The organisation shall:

- 3.1 exist in its own right, separately from its executive committee members, office bearers and or members;
- 3.2 continue to exist even when office bearers and/or members change and there are different office bearers.
- 3.3 be able to own property and other possessions.
- 3.4 be able to sue and be sued in its own name.
- 3.5 be able to affiliate the organisation to any organisation or body as required in the pursuance of the objectives of the organisation.

4. OBJECTIVES

The objectives of SANSSU are as follows:

- 4.1 to develop and promote shooting sport for all scholars in South Africa
- 4.2 to organise and manage school shooting at all levels in South Africa, in accordance with the rules and regulations of SANSSU
- 4.3 to initiate, plan, facilitate, and implement projects focused on providing the appropriate infrastructure for the development, growth and transformation of school shooting, including provision of equipment and facilities and development of coaches and technical officials.
- 4.4 to organise competitions, nationally and internationally for school shooting
- 4.5 to select and organise teams for participation in national and international competitions from its members
- 4.6 to act in an advisory capacity within South Africa around issues that pertain to school sport shooting
- 4.7 to ensure that required funds are available for SANSSU to deliver on its' objectives and business, through collection of registration fees and/or to receive donations, sponsorships and gifts.
- 4.8 to effectively manage the funds, facilities and resources of SANSSU
- 4.9 to design and award schools shooting colours for nationally representative teams
- 4.10 to promote and develop the safe handling and use of firearms by learners, in accordance with the laws of the country.
- 4.11 To affiliate and/or cooperate actively with other countries of the world, which actively support the objectives of the organisation.

5. INCOME AND PROPERTY

- 5.1 The organisation will keep a record of everything it owns.
- 5.2 The organisation may not give any of its money or property to its executive committee members, members or office bearers. The only time it can do so is when it pays for work that an executive committee member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 5.3 An Executive Committee Member of the organisation can only receive money from the organisation for expenses that he or she has paid for or on behalf of the organisation.
- 5.4 Executive committee members or office bearers of the organisation have no rights over property that belong to the organisation.

6. MEMBERSHIP AND AFFILIATION

6.1 Membership:

- 6.1.1 Members of SANSSU are defined as any individuals affiliated to a Province or directly to SANSSU
- 6.1.2 A member is considered to be in good standing with SANSSU if the member is fully paid up in terms of the membership requirements of SANSSU, and is not under suspension or disciplinary action by SANSSU.

6.2 Affiliation:

Provinces affiliate to SANSSU and shall comprise of each bona fide body representing a regional or provincial school shooting association.

- 6.2.1 The Provinces of SANSSU, and their respective areas of jurisdiction, are set out in Schedule I hereto.
- 6.2.2 All applications by Provinces to affiliate to SANSSU shall be made in writing to the Secretary, together with a copy of the constitution and rules of the applicant, and any other information that SANSSU may require in support of the application.
- 6.2.3 Such applications shall be considered at a General Meeting of SANSSU and may be accepted only if passed by a two-thirds majority of those present and eligible to vote.
- 6.2.4 Any deviation or amendments from the stipulated affiliate jurisdiction, as outlined in Schedule 1 attached hereto, is to be approved by the Council of SANSSU, and must be aligned to any directive of the relevant governing body, as per section 21 of the South African Schools Act of 1984.
- 6.2.5 The constitution and rules of a Province must be aligned to that of SANSSU, and not be in conflict with those of SANSSU. In the event of such conflict arising, the affiliated Province agrees that the provisions of the SANSSU Constitution shall supercede those of the affiliated Province.
- 6.2.6 Provinces shall provide SANSSU with a copy of their Constitution, and any updated version thereof.
- 6.2.7 No Province shall have any kind of relationship with a suspended body.
- 6.2.8 All Provinces are directed to align their financial periods with SANSSU, the financial year ending the 31st December of each year.
- 6.2.9 Provinces must forward their Annual Report and the Financial Statements to the Secretary of SANSSU not later than fourteen (14) days before the SANSSU AGM is held each year. SANSSU may call on any Province to forward such documents, reports and statements as may be deemed necessary and expedient, at any time.

- 6.2.10 Failure to comply with such demands shall render the offender liable to such penalty as SANSSU may determine.
- 6.2.11 A Province is considered to be in good standing with SANSSU if the Province is not under suspension or disciplinary action by SANSSU.
- 6.3 SANSSU shall have the power to suspend and/or expel a Member or Province for violation of this Constitution and/or By-Laws and/or Rules. The respective Member or Province is allowed the right to appeal as set out in the relevant schedule to this Constitution.
- 6.4 During the period of suspension and/or expulsion, the Member or Province, will not be able to participate in any of the activities of SANSSU.
- 6.5 All Members shall, by virtue of their school or school club membership registration, automatically fall under the jurisdiction of SANSSU, by completing the prescribed Registration Form and remitting to the affiliated Province the prescribed Registration Fee.
- 6.6 In registering with a Province, the member will be bound by the “Code of Conduct” as outlined in Schedule 2 hereto, as well as the “Mandatory Reporting of Abuse or Neglect” as outlined in Schedule 3, and applicable to members who have reached their majority, attached hereto.
- 6.7 Only Members registered with a Province in good standing, will be allowed to compete or officiate in competitions recognised by SANSSU or its Provinces, represent SANSSU in any capacity, or be provided with any other benefits that may from time to time become available to SANSSU Members.

7. REGISTRATION AND FEES

- 7.1 The annual fees payable by all Members shall be determined by the SANSSU Council at each AGM.
- 7.2 Membership fees for a portion of the year will be the same as membership fees for a full year.
- 7.3 Membership fees will be payable annually by Provinces, with the SANSSU AGM to determine due dates.
- 7.4 All Members must formally register and pay annual membership fees, in order to be eligible to participate in SANSSU activities at all levels, to ensure compliance with the Dangerous Weapons Act and Firearms Control Act, and to receive other benefits which could include insurance cover, team selections, access to programme materials and/or funding.

8. EXECUTIVE COMMITTEE

8.1 Composition

- 8.1.1 The Executive Committee of SANSSU shall comprise nine (9) members elected at the AGM, to hold the following portfolios:
- 8.1.1.1 President
 - 8.1.1.2 Secretary
 - 8.1.1.3 Treasurer
 - 8.1.1.4 Clothes, Trophy's and Awards
 - 8.1.1.5 Marketing and Sponsorships
 - 8.1.1.6 Technical
 - 8.1.1.7 Statistics
 - 8.1.1.8 Tours
 - 8.1.1.9 Development
- 8.1.2 A job specification shall be made available to all provinces.
- 8.1.3 All Executive Committee Members shall have full voting rights at all Executive Meetings.
- 8.1.4 During its' first meeting, the newly elected Executive Committee will appoint a Deputy-President from the elected members of the Executive Committee
- 8.1.5 If required, the Executive Committee may co-opt other members to the Executive Committee, who may be required in the view of the Executive Committee to provide specialist expertise, and who shall have no voting rights.
- 8.1.6 The incumbent administrator of SANSSU will become an ex-officio member of the Executive Committee, without any voting rights.
- 8.1.7 The Executive Committee Members will serve for a term of two years, but they may stand for re-election for another term in office after that. Depending on what kind of services they provide to the organisation, they may stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.
- 8.1.8 Notwithstanding clause 8.1.7, the President of the organisation may stand for a maximum of three (3) consecutive terms of office in this position.
- 8.1.9 The Executive Committee has the right to form sub-committees. The decisions taken by that sub-committees must be presented to the next Executive Committee meeting for ratification, amendment or rejection. This meeting should take place soon after the sub-committees meeting.
- 8.1.10 All Executive Committee Members and office bearers have to abide by decisions that are taken by the Executive Committee.

8.2 Nominations

- 8.2.1 All Provinces and the current Executive Members shall have the right to submit nominations for positions on the Executive Committee.
- 8.2.2 Such nominations can be made prior to, or during the AGM.
- 8.2.3 Nominations will be valid only on acceptance by the individual nominated, either during the AGM, or in writing prior to the AGM.
- 8.2.4 Nominations will be made for the following positions on the Executive Committee, with one person elected into each portfolio:
- 8.2.4.1 President
 - 8.2.4.2 Secretary
 - 8.2.4.3 Treasurer
 - 8.2.4.4 Clothes, Trophy's and Awards
 - 8.2.4.5 Marketing and Sponsorships
 - 8.2.4.6 Technical
 - 8.2.4.7 Statistics
 - 8.2.4.8 Tours
 - 8.2.4.9 Development

8.3 Executive Committee Meeting Procedures

- 8.3.1 The President will chair Executive Committee meetings.
- 8.3.2 In the absence of the President, the Deputy-President will chair the Executive Committee Meeting. In the absence of the Deputy President an ad hoc Chairperson shall be elected by the Executive Members present to chair the meeting.
- 8.3.3 The Chairperson of the Executive Meeting, shall, in addition to his deliberative vote, have a casting vote in the event of an equal vote on any resolution.
- 8.3.4 Should any Executive Committee Member absent him/herself from two consecutive meetings of the Executive Committee, after having received due notice of such meeting and without special leave of absence, his office shall, ipso facto, be deemed to be vacant.
- 8.3.5 A quorum at an Executive Committee Meeting shall comprise of five (5) Executive Committee Members.
- 8.3.6 The agenda at all Executive Meetings shall be as follows:
- 8.3.6.1 Welcome
 - 8.3.6.2 Confirmation of notice of Meeting
 - 8.3.6.3 Apologies
 - 8.3.6.4 Review of Agenda and request for additional items
 - 8.3.6.5 Declaration of Interests
 - 8.3.6.6 President's Introduction
 - 8.3.6.7 Minutes of the Previous Meeting
 - 8.3.6.8 Matters arising from Previous Minutes
 - 8.3.6.9 Financial Report by the Treasurer
 - 8.3.6.10 Other matters
 - 8.3.6.11 Date of next Meeting

- 8.3.7 A full record of the proceedings in the form of Minutes of all Meetings shall be kept by the Secretary.
- 8.3.8 The Minutes of Meetings shall be circulated to all Executive Officers within fourteen (14) days of the Meeting.

8.4 Powers of the Executive Committee

The Executive Committee may:

- 8.4.1 take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point 4 of this constitution. Its activities must abide by the law.
- 8.4.2 negotiate and cooperate with State and public bodies, associations, professional societies, educational institutions, organisations and other bodies in the interests of the organisation and its focus;
- 8.4.3 support, underwrite and promote adherence to all statutory policy, legislation, ordinances, and regulations related to the activities of the organisation;
- 8.4.4 cooperate actively with organisations in other countries of the world, which actively support the objectives of the organisation;
- 8.4.5 support, and conclude, agreements with like-minded and focused associations, institutions, and other bodies, and where such do not exist, to establish or to assist in the establishment thereof in order to promote the objects of the organisation;
- 8.4.6 obtain publicity and advertise in order to make its objects and activities known;
- 8.4.7 organise conferences, seminars, lectures, meetings, and education occasions, and discussions in the furtherance of its objects and to give financial assistance in this respect;
- 8.4.8 collect funds; receive subscriptions, levies, fees, project and/or programme funding, allowances and bequests and to acquire income by selling or hiring services, articles, publications and other items;
- 8.4.9 employ the money and property of the organisation in the promotion of its objects;
- 8.4.10 bear all expenses incurred in the formation, development, establishment and registration of the organisation;
- 8.4.11 give financial support for youth development and for natural resource management, training and skills transfer programmes, surveys and research concerning responsible outdoor and indoor activities;

- 8.4.12 purchase, receive, hire or otherwise acquire any land, buildings and other property, movable or immovable, corporeal or non-corporeal, and to administer, develop, donate, assign, sell, exchange, lease, pledge or mortgage such property;
- 8.4.13 lend, put out at interest, invest or re-invest any monies not immediately required on such conditions as may be considered necessary from time to time;
- 8.4.14 open and operate bank accounts, including the right to overdraw accounts, to sign, make, accept, endorse and discount cheques, promissory notes, debentures, bills and other liquid or negotiable instruments;
- 8.4.15 may obtain or borrow money or guarantee payment of any such amount in any manner and on such conditions as the organisation may deem suitable in promoting its objects;
- 8.4.16 enter into agreements and contracts;
- 8.4.17 sign and execute deeds and to undertake or execute any representation or trust;
- 8.4.18 appoint office-bearers and officials and to terminate their services, draw up their conditions of employment, define their duties, determine their salaries, compensations, allowances and other benefits, remunerate them and incur all expenses necessary for the effective administration of the organisation;
- 8.4.19 discipline and/or sanction any Province, or any member thereof, which or who, in its opinion, has been guilty of any misconduct warranting such action, and in adherence with the relevant published policies and procedures of the organisation.
- 8.4.20 enjoy such privileges and bear such responsibilities and accountabilities as a natural person engaged in the activities of the organisation would enjoy and bear;
- 8.4.21 act in any other legitimate manner in order to realise the organisation's objectives;
- 8.4.22 carry out all such matters as are wholly or in part connected with or advantageous to the objectives set out above, so that the word "organisation" when employed in this Constitution otherwise than to designate this organisation shall be regarded as including any partnership or other body or organisation of persons whether incorporated or not, established in South Africa or elsewhere, and in order that the objects set out in each paragraph of this Constitution shall be regarded as distinct and separate objects and, in consequence, shall in no manner be restricted or confined by reference to the objects in any other paragraph or to the name of the organisation, but shall be carried out in a manner so complete and liberal and be interpreted in such a broad sense that each of the paragraphs mentioned shall determine the objects of a separate, different and self-contained organisation.

9. COUNCIL

9.1 Composition

- 9.1.1 The SANSSU Council will consist of 2 representatives from each affiliated Province which is in good standing with SANSSU, in accordance with clause 6.2.11 above.
- 9.1.2 These provincial representatives are to be appointed by their respective affiliated Province. Written notification of the appointed provincial representatives must be provided to SANSSU prior to any General Meeting of the Council.

9.2 Meetings of the Council

9.2.1 General Meetings

- 9.2.1.1 General Meetings shall be held as provided for in this Constitution, whenever considered necessary by the Executive Committee, or upon a requisition signed by not less than three (3) Provinces.
- 9.2.1.2 The venue of any Meeting shall be determined by the Executive Committee.
- 9.2.1.3 Forty Five (45) days clear notice of all General Meetings shall be sent to all Members, together with the draft agenda for the General Meeting
- 9.2.1.4 Provinces must submit to the Secretary, in writing, any matter they wish to be placed on the agenda, at least Thirty (30) days prior to the General Meeting date.
- 9.2.1.5 The Secretary shall circulate the amended agenda, which includes any matters submitted by Provinces, at least Fifteen (15) days prior to the General Meeting.
- 9.2.1.6 The Secretary shall circulate the amended agenda, which includes any matters submitted by the affiliated Provinces at least seven (7) days prior to the General Meeting.
- 9.2.1.7 The Council of SANSSU will attend General Meetings.
- 9.2.1.8 The President, or, in his absence, the Deputy President, or in the absence of both, a nominated Executive Committee Member, shall be the Chairperson of the Meeting.
- 9.2.1.9 If within fifteen (15) minutes from the time appointed for any General Meeting a quorum is not present, the Meeting shall stand adjourned until further notice.
- 9.2.1.10 A quorum at all General Meetings shall consist of not less than fifty percent (50%) plus one of the Provinces in good standing.
- 9.2.1.11 The Chairperson, with the consent of the Provincial representatives, may adjourn any Meeting from time to time. When such adjourned Meeting is reconvened, only such business remaining unfinished shall be transacted.
- 9.2.1.12 A full record of the proceedings of the Meetings in the form of Minutes, shall be kept by the Secretary.

- 9.2.1.13 Copies of the Minutes of all General Meetings shall be forwarded to the Executive Committee Members, each Province and to each of the provincial representatives as early as possible, but not later than fourteen (14) days after the date of the Meeting.
- 9.2.1.14 Any changes to the Constitution shall require the support of two-thirds of the total vote at the General Meeting, and will become effective immediately, unless otherwise determined.
- 9.2.1.15 At General Meetings, the following items and procedure shall be included on the agenda:
- 9.2.1.15.1 Welcome.
 - 9.2.1.15.2 Confirmation of the Notice of the Meeting.
 - 9.2.1.15.3 Confirmation of the delegates present.
 - 9.2.1.15.4 Apologies.
 - 9.2.1.15.5 Declaration of a quorum.
 - 9.2.1.15.6 The Minutes of the previous General Meeting shall be read and confirmed as true reflection of the Meeting.
 - 9.2.1.15.7 The Minutes, after confirmation, shall be moved and seconded by two authorised members of that Meeting.
 - 9.2.1.15.8 Matters arising from the Minutes.
 - 9.2.1.15.9 Other business for which due notice has been given.
- 9.2.2 Annual General Meeting**
- 9.2.2.1 The Annual General Meeting of SANSSU shall be held each year, on a date to be decided upon by the Executive Committee, by not later than the end of October of each year.
- 9.2.2.2 The Annual General Meeting is the highest authority of SANSSU and shall have the power to decide on any matters arising in SANSSU.
- 9.2.2.3 Clause 9.2.1 and all sub-clauses referring to General Meetings apply to the Annual General Meeting.
- 9.2.2.4 All reports required for the AGM shall be submitted by the responsible individual, to the secretary, no later than fourteen (14) days in advance of the AGM, and distributed to the Provinces no later than seven (7) days prior to the AGM.
- 9.2.2.5 The Meeting shall include agenda items as stipulated for General Meetings in clause 9.2.1.16, along with following additional agenda items:
- 9.2.2.5.1 Presentation and adoption of the President's Report.
 - 9.2.2.5.2 Audited Financial Statements submitted by the Treasurer
 - 9.2.2.5.3 Appointment of Auditors for the ensuing year.
 - 9.2.2.5.4 Notices of Motion
 - 9.2.2.5.5 Election of Executive Members
 - 9.2.2.5.6 Reports from all sub-Committees and Provinces.
 - 9.2.2.5.7 Reports on all National Events
 - 9.2.2.5.8 General.

9.3 Voting

- 9.3.1 Only Provinces who are in good standing with SANSSU, in accordance with clause 6.2.11 above, will be entitled to vote.
- 9.3.2 No provincial representative entitled to vote at a meeting on behalf of a Province shall be entitled to vote on behalf of more than one Province.
- 9.3.3 No Province shall be entitled to a proxy vote.
- 9.3.4 Voting will be by show of hands, or by a written ballot.
- 9.3.5 Matters to be voted upon will be decided by a majority vote of 50% plus one vote, of eligible votes, unless otherwise stipulated in this constitution.
- 9.3.6 Each Province in good standing will be entitled to three (3) votes.
- 9.3.7 Each Executive Committee Member will be entitled to one (1) vote.
- 9.3.8 When electing Members of the Executive Committee, the standing Executive Committee Members will have no vote. Only Provinces will be entitled to vote for the Executive Committee Members.
- 9.3.9 Co-opted members of the Executive Committee shall have no vote.
- 9.3.10 In the event of equality of votes, the presiding chairperson will have a casting vote.
- 9.3.11 On election of office bearers:
- 9.3.11.1 the nominee with the highest number of votes shall be elected to the Executive Committee.
- 9.3.11.2 In the event of equality of votes, a new ballot is to be cast immediately, for the relevant position. Only those nominees who achieved the highest number of votes during the first round of voting, are eligible for consideration during this follow up ballot.
- 9.3.11.3 In the event that there is still equality of votes, the Chairperson carries the final casting vote.
- 9.3.12 Should a vacancy on any elected Committee occur, be it through resignation or dismissal:
- 9.3.12.1 An election is to be held at the next Annual General Meeting, thus filling the vacancy.
- 9.3.12.2 Prior to an election being held as per clause 9.3.12.1, the Executive Committee may co-opt a member into the vacant position until an election can be held.
- 9.3.13 Any matters requiring a vote that should not be held over until the next General Meeting or Annual General Meeting, and where deemed appropriate by the Executive Committee, can be sent in writing to Provinces to be determined by a postal vote.

10. RULES, REGULATIONS AND BYLAWS

- 10.1 The SANSSU Executive Committee shall have power to make all such Bylaws and Rules as may be necessary to carry out the objects and intent of this constitution and for the betterment of school shooting.
- 10.2 SANSSU Rules and Regulations will comply with the Rules and Regulations of the nominated International or National Governing Body of the particular discipline or code.
- 10.3 The SANSSU Rules and Regulations will indicate which governing body is the nominated authority, for each discipline or code, as required in clause 10.2.
- 10.4 The technical laws as set out in the SANSSU Rules and Regulations, are updated continually in alignment with international or national rule changes and other requirements, and shall be binding on all competitions held in the Republic under the jurisdiction of SANSSU, and shall become operative immediately after publication by the bodies involved.
- 10.5 All such Bye -laws and Rules shall be binding on all Members and Provinces with immediate effect once circulated by the Secretary.
- 10.6 Where no provision is made, or a dispute arises in terms of interpretation or application of Rules and Regulations, the SANSSU Executive Committee will make a final and binding decision.
- 10.7 Should any Member of SANSSU wish to lodge an enquiry, request or complaint, he should do so by submitting this in writing to the Chairperson of the relevant Province. This Chairperson shall have seven (7) calendar days to respond to this matter. The Provincial Chairperson may, within the seven (7) days, decide to escalate the matter to the SANSSU Executive Committee for consideration. This should be done in writing, and copied to the Member who submitted the matter originally. The Executive Committee shall have seven (7) calendar days to respond to this matter. Should the Chairperson of the Province fail to respond to the matter in the stipulated timeframe, the Member has the right to escalate the matter to the Executive Committee directly.

11. FINANCE

- 11.1 The organisation's accounting records and reports, as verified by an independent book-keeper, must be presented to the AGM for ratification.
- 11.2 The treasurer is responsible for controlling the day to day finances of the organisation. The treasurer shall arrange for all funds to be deposited into a bank account(s) in the name of the organisation. The treasurer must also keep proper records of all finances.
- 11.3 Whenever funds are withdrawn from the bank account, one of three appointed signatories must sign the withdrawal cheque.
- 11.4 The financial year of the organisation ends on 31 December.

- 11.5 The organisation's accounting records and reports must be ready and handed to the Secretary of each Province and each Executive Committee Member at least seven (7) days before the Annual General Meeting.
- 11.6 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 can obtain securities that are listed on a licensed security exchange as set out in the Security Control act, 1985. The organisation may seek advice from different banks to manage the funds.

12. DISSOLUTION

- 12.1 The organisation may close down if at least two-thirds of the Provinces voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- 12.2 When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should be given to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

13. INTERPRETATION OF LAWS

- 13.1 The interpretation of these laws or any other question not provided for herein shall be referred to the SANSSU Council for decision by a two-thirds majority of those present and voting at a General Meeting, which decision shall be binding.

14. ARBITRATION

- 14.1 Disputes between SANSSU and any of its Affiliated Members or individual members of Affiliated Members that are not resolved by way of mediation between the parties, will be settled by arbitration;
- 14.2 The arbitration will be conducted under the auspices of Tokiso Dispute Resolution (Pty) Ltd ("Tokiso") and shall be governed by the arbitration rules of Tokiso in force at the time of the dispute.
- 14.3 The governing procedural law of the arbitration shall be the law of South Africa.
- 14.4 Nothing in this clause shall preclude any party from seeking urgent interim relief from any court of competent jurisdiction."

SCHEDULE ONE: SANSSU AFFILIATED PROVINCES

There are eleven (11) affiliated Provinces, categorized and made up of the following regions:

1. Western Cape Schools Shooting Association

- West Coast (Malmesbury)
- Boland (Stellenbosch)
- Overberg (Swellendam)
- Eden (George)
- Central Karoo (Beaufort West)
- Cape Town Unicity (Cape Town)

2. Northern Cape Schools Shooting Association

- Namakwa (Springbok)
- Pixley-ka-Seme (De Aar)
- Siyanda (Upington)
- Kgalagadi (Kathu)
- Frances Baard (Kimberley)

3. Eastern Cape Schools Shooting

- Cacadu (Grahamstown)
- Amathole (East London)
- Chris Hani (Queenstown)
- R Tambo (Umtata)
- Alfred Nzo (Mount Ayliff)
- Nelson Mandela (Port Elizabeth)

Excluded:

- Ukhahlamba (Aliwal North): under jurisdiction of Free State

4. Free State Schools Shooting Union

- Xhariep (Trompsburg)
- Motheo (Bloemfontein)
- Lejweleputswa (Welkom)
- Thabo Mofutsanyana (Phuthaditjhaba)
- Fezile Dabi (Kroonstadt)

Included:

- Ukhahlamba (Aliwal North): geographically an Eastern Cape region

5. Kwazulu-Natal Schools Bisley Association

- Ugu (Port Shepstone)
- Umgungundlovu (Pietermaritzburg)
- Uthukela (Ladysmith)
- Umzinyathi (Dundee)
- Amajuba (Newcastle)
- Zululand (Ulundi)
- Umkhanyakude (Mtubatuba)
- UThungulu (Richards Bay)
- iLembe (Kwa Dukuza)
- Sisonke (Ixopo)
- Ethekeini (Durban)

6. Mpumalanga Schools Shooters Union

- Gert Sibande (Standerton)
- Nkangala (Witbank)
- Ehlanzeni (Nelspruit)

Included:

- Sekhukhune (Groblersdal): geographically a Limpopo Province region

7. Limpopo Schools Shooters Union

- Mopani (Giyani)
- Vhembe (Thohoyandou)
- Capricorn (Polokwane)
- Waterberg (Bela-bela)

Excluded:

- Sekhukhune (Groblersdal): Under jurisdiction of Mpumalanga

8. North West School Shooters Union

- Bojanala (Rustenberg)
- Central (Mafikeng)
- Bophirima (Vryburg)
- Southern (Klerksdorp)

Excluded:

- Brits: under the jurisdiction of Northern Gauteng

Included:

- Fochville: geographically a town in the Gauteng province

9. Gauteng School Shooters Union

- Sedibeng (Vereeniging)
- Johannesburg (Johannesburg)
- West Rand

Excluded:

- Fochville: under jurisdiction of North West

Included:

- HTS Springs: geographically in the Ekurhuleni region

10. Ekurhuleni Schools Shooters Union

- Ekurhuleni (Germiston)

Excluded:

- HTS Springs: under jurisdiction of Gauteng School Shooters Union

11. Northern Gauteng Schools Target Shooting Association

- Metsweding (Bronkhorspruit)
- Tshwane

Included:

- Brits: geographically in the North West province

SCHEDULE TWO: CODE OF CONDUCT

When an individual joins SANSSU, by virtue of affiliating to a province affiliated to SANSSU through their school, they accept this code of conduct, and agree to abide by it.

In keeping with the vision of SANSSU, which is underpinned by strong educational values, SANSSU members should abide by the following at all times:

SHOOTER	COACH/OFFICIALS	PARENT
Enjoyment & learn skills	Lead by example	Set the example
Applaud good performances – your own and that of your opposition	Positively reinforce efforts of all shooters	Praise & support good performances, your own child's and other shooters
Respect officials, opponents and coaches	Teach value of respect for officials and opposition	No negative comments towards officials tolerated
Fairness, play by the rules and show good sportsmanship	Teach sportsmanship & fair play	No negative comments, criticism or hostile shouting
Commitment to practice by being on time and not missing practices or competition	Instil discipline and work ethic that rewards dedication	Remain in designated areas alongside the competition area
Work hard for self and team	Atmosphere of enjoyment for learning to occur	No coaching from the side-lines
Commitment to team-mates	Treat all shooters with equal attention	Coaches selection is final, no discussions.

All members of SANSSU are expected to keep informed on the Constitution and Policies of the organisation, and to comply with the terms thereof.

Specific reference is made to the following:

- Outfitting Policy
- Protocols for the Management of Disputes and Disciplinary Action
- Rules and Regulations

SCHEDULE THREE - MANDATORY REPORTING OF ABUSE OR NEGLECT

Mandatory reporting of abused or neglected child

Section 110(1)²⁸ of the Children's Act expands the range of professionals that are legally obliged to report abuse of children, but limits what must be reported to, ie:

- sexual abuse;
- physical abuse causing injury; and
- deliberate neglect.

Section 110 reads: "(1) Any correctional official, dentist, homeopath, immigration official, labour inspector, legal practitioner, medical practitioner, midwife, minister of religion, nurse, occupational therapist, physiotherapist, psychologist, religious leader, social service professional, social worker, speech therapist, teacher, traditional health practitioner, traditional leader or member of staff or volunteer worker at a partial care facility, drop-in centre or child and youth care centre who on reasonable grounds concludes that a child has been abused in a manner causing physical injury, sexually abused or deliberately neglected, must report that conclusion in the prescribed form to a designated child protection organisation²⁹, the provincial department of social development or a police official." [Emphasis and footnote added].

For example: A child is admitted to hospital with third degree burns on the palms of both hands.

The parent says the child accidentally placed her hands on the hot plate of a stove. There is a reflex reaction when you touch something hot; normally a child will pull his/her hands away from a hot object before the damage is this severe. In this scenario it would be reasonable to conclude that the child's hands were held down, i.e. there was abuse. This should be reported for further investigation.

The report should be made on form 22 and sent to one of the three agencies (a designated child protection organisation like Child Welfare, the Department of Social Development, or the police).

Failure to report is an offence with a penalty of a fine or imprisonment for 10 years or both.

Once a report has been made to one of these three agencies, a social worker should investigate the case and make recommendations on the kind of support needed by the child and his or her family. If the child is in immediate danger, the social worker can ask the police to remove the perpetrator from the child's house or, alternatively, the child can be removed to a safe place.

The Children's Act requires government departments to work together to provide a holistic range of services. Due to the high level of demand for protection and prevention services it can take a long time before children receive the help they need from a social service professional. This is why it is a good idea for health care facilities to employ their own social workers or to network with the nearest office of the Social Development Department and local non-governmental organisations that provide child protection services.

²⁸ In force since 1 April 2010.

²⁹ Child Welfare is an example of a "designated child protection organisation".

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A child who undergoes a termination of pregnancy is entitled to confidentiality. However, if the health professional has reasonable grounds to conclude that the child is being sexually abused and wants to ensure that the child will receive support from a social worker, the health professional must make a report in terms of section 110(1) of the Children's Act (using form 22). If the child is under 16 and the health professional has knowledge that a sexual offence has been committed against the child, the health professional must make a report to a police official in terms of section 54 of the Sexual Offences Act.

Resource:

A guide to the Children's Act for health Professionals

Fourth edition, 1 June 2010

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Document provided by the SA Teachers Union

SCHEDULE FOUR: PROTOCOLS FOR THE MANAGEMENT OF DISPUTES AND DISCIPLINARY ACTION

1. DISPUTES / DISCIPLINARY MATTERS

- 1.1. Any complaint made by either a member or a non-member against an individual member or Affiliated Province - represented by the elected Chairperson/President - of SANSSU, shall be lodged in writing with the Secretary of SANSSU.
- 1.2. The Secretary shall in consultation with the Executive Committee, subject to its rights of delegation, give a directive as to whether or not a disciplinary enquiry should be held, and if so, the nature, composition and details thereof.
- 1.3. Where the complaint has been made against an individual member of an Affiliated Province, the Executive Committee may delegate its powers to the Affiliated Province and instruct them to deal with the matter accordingly in terms of such mandate.

2. DISCIPLINARY PROCESS

Should the Executive Committee of SANSSU decide to instigate disciplinary action against a member, the following steps should be followed:

- 2.1. The Executive Committee should appoint a disciplinary panel of 3 people, one should be nominated as the convenor. Council members or relevant external experts should be considered for this panel.
- 2.2. The accused should, within 30 days of the Executive Committee receiving the complaint, be provided all details regarding the complaint, ensuring utmost transparency and fairness of process. This should include, but is not limited to:
 - 2.2.1. A copy of the written complaint
 - 2.2.2. Details of the charges, indicating which clauses of the constitution have allegedly been transgressed if applicable
 - 2.2.3. Details of the hearing, including venue, date, time
 - 2.2.4. Relevant details of the members of disciplinary panel
 - 2.2.5. Rights of the accused, including right to representation
- 2.3. The accused may be represented by a member who is in good standing with SANSSU.
- 2.4. The hearing should be held within 30 days of notice being provided to the accused.
- 2.5. A finding must be made, and communicated to the accused within 14 days of the hearing.

3. SANCTIONS

- 3.1. Any Affiliated Province or member may be sanctioned:
- 3.2. in the case of violation of the Constitution, By-Laws, Rules and/or decisions, and/or for bringing the sport or organisation into disrepute
- 3.3. Sanctions shall be recommended and imposed by the appointed disciplinary panel of SANSSU and may consist of one or more of the following:
 - 3.3.1. warning,
 - 3.3.2. fine,
 - 3.3.3. suspension, and/or
 - 3.3.4. expulsion.
- 3.4. Sanctions shall be enforced immediately upon the decision being made by the appointed disciplinary panel of SANSSU.
- 3.5. SANSSU shall notify the Member of the sanctions imposed. An Affiliated Province or a member sanctioned by the Executive Committee of SANSSU may appeal to SANSSU not later than fourteen (14) days after the sanction has been issued by SANSSU.

4. APPEALS

- 4.1. Any Member may appeal to the SANSSU Executive Committee against a decision of the appointed disciplinary panel given in terms of the defined disciplinary process,
- 4.2. Any member may appeal to the SANSSU Executive Committee against a decision of an Affiliated Province, so long as all recourse has been sought within the defined process of the Affiliated Province.
- 4.3. All appeals lodged with SANSSU must be submitted in writing setting forth the facts, accompanied by extracts, or copies of all documents quoted, or relating to the case and such other particulars as may be thought necessary.
- 4.4. All appeals must be lodged with SANSSU within fourteen (14) days after the findings and sanctions have been communicated to the accused.
- 4.5. All appeals shall be heard by an appointed appeal panel.
- 4.6. This panel should be appointed by the Executive Committee of SANSSU, and consideration must be given to impartiality and the possible need for external professional expertise on this panel.
- 4.7. A decision regarding an appeal must be made, and communicated to the member concerned, within 30 days of receiving the appeal.