



SCN

CONSTITUTION

6. March 2016

CONSTITUTION OF THE SWISS CLUB NATAL

(The Swiss Rifle Club Durban was founded on 19th November 1954 and the name was changed to Swiss Club Natal in 1974)

The 1st constitution amendment was at the 31st AGM on 16th of March 1985

The 2nd constitution amendment was at the 58th AGM on 4th of March 2012

The 3rd constitution amendment was at the 62nd AGM on 6th of March 2016

1. Definitions

- 1.1. The Club shall mean the Swiss Club Natal
- 1.2. AGM shall mean the Annual General Meeting
- 1.3. Where a gender is used it shall apply equally to the opposite sex, (for instance he shall also mean she)
- 1.4. Simple majority shall mean more than half of the number of votes
- 1.5. In writing shall mean to include electronic communication
- 1.6. Sent out shall mean posted, faxed or electronic communication such as e-mail
- 1.7. Members shall mean members of the Swiss Club Natal, consisting of Ordinary-, Honorary-, Non-Voting or Junior members as defined in paragraph 3.1
- 1.8. Voting members shall mean all members who are entitled to vote.
- 1.9. Shooting shall mean Sport Target Shooting
- 1.10. NPO shall mean Non-Profit Organization.
- 1.11. SAGA shall mean South African Gun owners' Association
- 1.12. EDV shall mean Eidgenössisches Department für Verteidigung, Bevölkerungsschutz und Sport (Swiss federal department of Defense, Protection of People and Sport)
- 1.13. Annex to the constitution shall mean documents attached to the constitution in which procedures are explained.
- 1.14. Proxy shall mean a person authorized to vote on behalf of another voting member

2. Objectives

- 2.1. Improve and foster fellowship amongst Swiss Nationals
- 2.2. Uphold Swiss traditions
- 2.3. Portray Swiss values
- 2.4. Maintain contact with institutions which provide support to Swiss abroad
- 2.5. Foster cordial relations with other clubs and societies in southern Africa including the people of Kwazulu-Natal
- 2.6. Manage the club on a not for profit basis

3. Membership

3.1 The Club Members shall consist of various categories:

3.1.1. **Ordinary Members** consisting of:

3.1.1.1 Swiss Nationals

3.1.1.2 Other Nationals that have been elected by the committee from among the non-voting members.

3.1.2. **Non voting members**

Non Swiss nationals who have a close association to Switzerland. For instance:

Husbands, wives, partners for life.

Persons who studied or lived in Switzerland.

Persons who demonstrate a keen interest in the activity of the club.

3.1.3. **Honorary members**

Swiss or non-Swiss nationals who have distinguished themselves in Club affairs. and who having been awarded honorary membership at the AGM.

3.1.4. **Juniors**

Children of members who have not reached their 18th anniversary

3.2. **Rights of Members**

3.2.1. Each Ordinary and Honorary Member has one voting right and can be elected to the committee.

3.2.2. Non-voting Members have no voting right and are not eligible to the committee.

3.2.3. Juniors have no voting right and are not eligible to the committee.

3.3. **Becoming a member**

3.3.1. Ordinary and non-voting Membership

3.3.1.1 People wishing to become a Member apply to the committee as per Annex 3.3.1.1

3.3.1.2 The committee considers, approves or disapproves the application in accordance to Annex 3.3.1.2

3.3.1.3 Swiss nationals automatically become Ordinary members

3.3.1.4 Non Swiss nationals join the club as non-voting members but are eligible to becoming Ordinary members as per clause 3.6

3.4 Honorary Membership

- 3.4.1 Ordinary and Non-voting Members are eligible for honorary membership as per Annex 3.4.1
- 3.4.2 Honorary Membership must be approved at the AGM simple majority is required. It can only be approved if the proposal is included in the agenda.

3.5 Juniors

- 3.5.1 Children of Members are automatically Junior Members until they reach the age of 18. They will have to apply for membership after the 18th anniversary.

3.6 Transferring Non-voting to Ordinary Member

Prior to the AGM the committee can confer Non-voting members to Ordinary members. The criteria shall be:

- 3.6.1 In the pool of Ordinary members there will be not less than two Swiss nationals for every Non-Swiss national.
- 3.6.2 Members longest with the club will be considered first
- 3.6.3 In the event that the member longest with the club has not participated in any of the clubs activities during the most recent year, the committee can consider the next longest member
- 3.6.4 The transfer to ordinary Member is permanent

3.7 Termination of Membership

Membership can be terminated:-

- 3.7.1 By the Member in writing to the secretary
- 3.7.2 Death
- 3.7.3 Juniors cease to be members the year after their 18th birthday unless they have applied for membership and that application was approved by the committee
- 3.7.4 Non-payment of annual subscription 3 months after AGM.
- 3.7.5 Expulsion by the committee for:
 - 3.7.5.1 Objectionable behavior proving unworthiness of membership
 - 3.7.5.2 Bring the Club and Swiss Nationality in disrepute.
 - 3.7.5.3 Is behaving irresponsibly on the shooting range.
 - 3.7.5.4 Expulsion shall proceed as per Annex 3.7.5.4

4 Committee

- 4.3 The club shall be managed by The Committee
- 4.4 Each year the Committee shall be elected at the AGM as per Annex
- 4.5 The Committee shall consist of the following Committee members:-
 - 4.5.1 President
 - 4.5.2 Vice President
 - 4.5.3 Secretary
 - 4.5.4 Treasurer
 - 4.5.5 Range Master
 - 4.5.6 Any further members which the Committee wishes to co-opt.
- 4.6 A minimum of two-thirds of the Committee shall be Swiss Nationals
- 4.7 All Committee Members serve on voluntary bases without remuneration but expenses can be reimbursed. No profit or gain may be distributed to Members.

5 The functions of the Committee members

5.1 President

- 5.1.1 Is in overall charge of the clubs activity.
- 5.1.2 Presides over the committee meetings and over the AGM
- 5.1.3 Appoints 2 auditors to audit the accounts of the Club
- 5.1.4 Has 2 votes: first his personal vote and, in the event of the same number of votes for and against, has a casting vote
- 5.1.5 Represent the club to outside bodies.

5.2 Vice President

- 5.2.1 Supports the President
- 5.2.2 Represents the President in all his functions when:
 - 5.2.2.1 Authorized to do so by the President
 - 5.2.2.2 When the President is prevented from exercising his office through illness or absence

5.3 Secretary

- 5.3.1 Is responsible for the administrative part of the club as per Annex 5.3.1
- 5.3.2 Keeps minutes of Committee meetings and the AGM

5.4 Treasurer

- 5.4.1 Is in charge of the Club's funds as per Annex 5.4.1

5.5 Range Master

- 5.5.1 Organizes practice target shooting events, and shooting range maintenance
- 5.5.2 Maintains discipline at shooting practices
- 5.5.3 Ensures that arrangements are made to maintain an ammunition and shooting score record
- 5.5.4 Ensures that the annual EDV report will be submitted
- 5.5.5 Ensures that arrangements are made for the storage of weapons and ammunition in accordance with the law and regulations of South Africa

5.6 Any other members

- 5.6.1 Take on charges as requested by the President

6 Committee meetings

- 6.1 Committee meeting shall proceed as per Annex 6.1

7 Accounts

- 7.1 The financial year shall end on 31st December of every year
- 7.2 The Treasurer maintains the accounts of the club
- 7.3 The Committee reviews income and expenditures at its meetings and approves extraordinary withdrawals of funds from deposits.
- 7.4 Two auditors audit the accounts and report their findings to the AGM
- 7.5 Auditors are from among Ordinary Members and are appointed by the President.
- 7.6 Ordinary day to day payments are approved by the Treasurer.

8 Income and Subscription

- 8.1 The income of the club shall be from donations, interest on deposits, profit from social events, annual subscriptions.
- 8.2 Subscriptions are amounts payable by every Ordinary and Non-voting Member every year latest by end of March.
- 8.3 The annual subscription shall be such that it covers the shortfall of income over expenditure over the past financial year and any expected extraordinary new expenses.
- 8.4 New members, who join the club subsequent the 30th June but prior 31st December, pay 50% of the annual subscription.
- 8.5 The Committee may, in exceptional cases, exempt individual members from the payment of subscriptions.

9 Annual General Meeting

- 9.1 The Annual General Meeting shall be held during February or March each year.
- 9.2 Notices of the AGM shall be sent out at least 14 days prior to the meeting to all Ordinary, Non-voting and Honorary Members.
- 9.3 The notice shall include the date, time and venue at which the AGM takes place
- 9.4 The notice shall include the Agenda and the amount for the annual subscription as well any new committee post available as per Annex 9.4
- 9.5 The President, in his absence the Vice President shall be the Chairperson of the AGM. The Chairperson shall continue to chair the current meeting even of a new President has been elected.
- 9.6 A quorum of not less than one third of voting members, in person or by a proxy is required, except for ammendments to the constitution when clause 12 shall apply
- 9.7 No business shall be transacted unless a quorum is present
- 9.8 If no quorum is present the meeting shall be adjourned to the same time and place 14 days later when those present shall constitute a quorum.
- 9.9 Simple majority will decide, except for ammending the constitution when clause 12 shall apply.
- 9.10 Electing Committee members as per Annex 9.10
- 9.11 The Agenda shall be as per Annex 9.11
- 9.12 Motions from Members:
 - 9.12.1 Members wishing to make a motion to the AGM shall do so in writing.
 - 9.12.2 The Motion shall be made to the Secretary or any committee member in time, so that it can be included in the notice to the meeting and on the agenda.
 - 9.12.3 Motions from the floor during the AGM shall be taken as suggestion to the committee, no decision shall be made at the AGM
- 9.13 Minutes of the AGM shall be drawn up, confirmed as per Annex 9.13

10 Extra Ordinary General Meeting

- 10.1 At the request of at least one-third of the club members who are entitled to vote, the Committee shall arrange forthwith an Extraordinary General Meeting of the Club.
- 10.2 The notice convening the meeting shall state the subject matter of the meeting.
- 10.3 The Extra Ordinary meeting shall be conducted in the same manner and to the same rules as the AGM

11 Public Liability Insurance

- 11.1 Members who taking part in target shooting practice and competition do so on their own risk and must sign a "Waiver of Indemnity" against the club.
- 11.2 The committee enforces, that all target shooting members are registered as individual members with the SAGA to ensure public liability cover.
- 11.3 Any person who is taking part in any of the Club organized events does so on their own risk.

12 Amending the Constitution

- 12.1 The constitution is in two parts:-
 - The Constitution is the fundament of the club
 - Annexes to the Constitution regulate the details or procedures on how to go about the daily task of running the club
- 12.2 Annexes are issued and changed by the committee without referring to the AGM.
- 12.3 Annexes must be in conformity to the constitution.
- 12.4 Annexes and changes thereof are distributed to all members
- 12.5 The constitution shall only be amended at an AGM or an Extra Ordinary General Meeting and only if:
 - 12.5.1 The proposed amendments have been distributed together with the notice for the meeting.
 - 12.5.2 The proposed amendment is included in the Agenda
 - 12.5.3 Half of all voting members are present in person or by a proxy.
- 12.6 Amendments require a two third approval of those present.

13 Dissolution of the club

- 13.1 The dissolution of the Club can only take place if so resolved by seventy five percent of all Ordinary and Honorary Members, or if the total of Ordinary and Honorary Members falls below five.
- 13.2 All assets (including the rifles, and associated items shall be held in trust by the Embassy of Switzerland in Pretoria until such time as a new Club is formed.

This constitution replaces all previous constitutions.

Durban: 6. March 2016

President:



Vice President:

