

Annex to 3.3.1.1 of the Swiss Club constitution – Membership application

(Present form as per website)

Annex to 3.3.1.2 of the Swiss Club Constitution – Guidelines for approving new members

Any committee member may receive Membership application forms (see Annex 3.3.1.1)

The committee member who accepts the application shall ensure that the application is complete and that payment is made.

The committee member shall inform all other committee members by e-mail or in meeting of the application.

Each member shall inform the President of his approval or disapproval.

Only applicants shall be approved who are

- Over the age of 18
- Are of sober character
- Are Swiss nationals or otherwise have a close association to Switzerland.

The President can accept the new member if the majority of the committee members have communicated to him their approval and if the subscription has been received.

The President informs all committee members of his decision.

The Secretary shall inform the applicant and send him a copy constitution.

Annex to 3.4.1 of the Swiss Club constitution – Guidelines for proposing Honorary Membership

An Ordinary member proposing to award honorary membership to another member shall do so in writing to the Secretary.

The proposal shall explain the reasons for the award.

The proposal shall reach the Secretary in good time so as it can be:

- discussed among the committee members
- included in the agenda of the AGM

The committee decides whether to accept or reject the proposal.

The decision shall be communicated to the proposer.

If approved by the committee, the proposal must be endorsed by AGM

Annex to 3.7.5.4 of the Swiss Club Constitution – Guidelines Expulsion of Members

The President or a Committee member nominated by the President shall approach the erring member in discussion or in writing and explain the concerns about his behaviour.

The member approached can either offer:

- an apology coupled with a commitment to improve the objectionable behaviour, or
- clarify the circumstances that led to the objectionable behaviour

The President or the person nominated shall report back to the committee.

The committee shall then decide on the best action to take, for instance

- Expulsion
- Accepting the apology in writing

Annex to 5.3.1 of the Swiss Club Constitution-Guideline for the Secretary

Maintains membership register with contact details
Sends out invitation to Meetings, clubs, social and shooting events
Writes club activity reports for the website

Annex to 5.4.1 of the Swiss Club Constitution – Guidelines for the Treasurer

Collects member's subscriptions and other incomes.
Pays for or reimburses the club's expenses.
Presents to the AGM and committee meeting a report on the financial activities of the club which must contain an income and expenditure statement and a balance sheet.
Before the AGM calculates and proposes to the committee the subscription for the one following financial year.
Maintains membership register (see Annex 5.3.1)
Keeps a record of members participating in activities (statistical purpose)
Informs SAGA about new Members, collects their fees and transfers them to SAGA

Annex to 6.1 of the Swiss Club Constitution – Guidelines to the Committee meetings

While correspondence by e-mail can replace to some extent the need for meetings, the committee should meet as often as deemed necessary but not less than 2 times per year.
The President convenes the meetings on his own accord or if requested by three committee members.

A majority of the committee members present at the meeting constitute a quorum

The President, in his absence the Vice President shall be the Chairperson of the meeting

The Secretary takes minutes of the committee meetings, distributes the minutes to all committee members by e-mail.

Committee members give their comments to the Secretary who, if needed, amends the minutes.

The President, by e-mail, approves the final version.

The Secretary keeps a printed copy of the final version and get it signed at the following meeting.

The Agenda of the meeting shall be.

- Re-confirmation of the minutes of the last meeting
- Matters arising thereof
- President's report of activities since the last meeting
- Secretary' report on important correspondence
- Treasurers report on income and expenditures since last meeting and financial overview
- Overview of membership, new members, terminations
- Any other matter

Annex to 9.4 of the Swiss Club Constitution – Guidelines Nominating Committee Members

Before sending out the invitation to the AGM the standing Committee Members must declare their willingness to continuing serving on the Committee

The invitation to the AGM must state which positions need to be filled at the AGM

Any member can propose other (voting) members to fill the vacant position. The proposal shall be made in writing to the Secretary. The proposed member must give his consent to stand for election.

Annex to 9.10 of the Swiss Club Constitution – Guidelines Electing Committee Members

The election of committee members shall be free, fair and transparent.

At the start of the AGM the names of members so proposed must be suitably displayed.

At the start of the vote at his discretion the President can ask for further nominations from the floor. Those so nominated must give their consent to stand for election.

Confirming existing members

The election shall start with approving the continuation of those members that have declared their willingness to continue.

The President must ask the meeting whether there are any objections.

If there are no objections the President shall ask for a vote en-block for the whole group by show of hands.

If there are objections, the vote shall be for each individual by show of hands.

Electing new Members

In the event that there is only one nominee the vote can be by show of hands.

If there are more than one nominee the vote shall be by secret ballot.

Annex to 9.11 of the Swiss Club Constitution – Guidelines for the Agenda for the AGM

The agenda shall include

- Welcome, introduction
- Apologies
- Re-Confirmation of minutes of last AGM
- Matters arising thereof
- The Presidents report
- The Treasurers report
- Confirmation of Auditors and Auditors report
- Reports on other Club activities
- Election of Committee Members
- Motions from Members
- Prize giving
- Any other business

Annex to 9.13 of the Swiss Club Constitution – Minutes of the AGM

The Secretary takes minutes of the AGM, distributes the minutes to all committee members by e-mail.

Committee members give their comments to the Secretary who, if needed, amends the minutes.

The President, by e-mail, approves the final version.

The final version shall be e-mailed to all members.

If there are no objections received within 2 months the minutes are taken as confirmed.

If there are objections, the committee shall debate them and if valid correct the minutes accordingly.

Those members who objected shall be informed about the changes.