

**CONSTITUTION  
OF THE  
NAMIBIAN HUNTING RIFLE SHOOTING ASSOCIATION**



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**CONSTITUTION OF THE NAMIBIAN RIFLE SHOOTING  
ASSOCIATION**

**MEMORANDUM**

The aim and objective of the Namibian Hunting Rifle Shooting Association (NHRSA) is to promote Hunting Rifle Shooting to all hunters and shooters in Namibia. The further aim is to engage and compete with other member countries of the International Hunting Rifle Association and promoting Hunting Rifle Shooting as a sport that advance accurate shot placement amongst hunters all over the world.

The sport achieves this through offering hunters the opportunity to improve their skills with hunting rifles on suspended steel targets, and paper targets of animals commonly hunted, and Hunting Rifle Shooting matches which are shooting contests of variable and non-standard format which examines practical marksmanship as it occurs in the hunting field.

**DEFINITIONS**

For the purposes of this Constitution, the following words and expressions shall have the following meanings unless the subject or context indicates otherwise:

**“Association”** means the Namibian Hunting Rifle Shooting Association also referred to as the NHRSA.

**"AGM"** means the Annual General Meeting of Members held in accordance with the provisions of this Constitution.

**"Annual Financial Statements"** means the annual audited balance sheet, income, and expenditure account, Treasurer’s report and Auditor’s report.

**“Classifications”** means the different types of classes which the association represents, and its members engages in.

**“Code of Conduct”** shall mean the set of rules which is endorsed by the membership.

**"Constitution"** means the Constitution of the *Namibia Hunting Rifle Shooting Association* (“NHRSA”).

**“Executive Committee”** means the group of elected representatives and appointed people who will manage and control the affairs of the Association.

**“Event”** means a SHOOTING event held under the auspices of NHRSA

**“Gender”** Any words intending one gender include the other.

**"General Meeting"** means a meeting convened in terms of this Constitution.

**“Interpretations”** Unless the context indicates a contrasting intention, the singular shall include the plural and vice versa.

**“ISSF”** means the International Shooting Sport Federation

**“Member”** means any paid-up individual registered with the Association.

**“Members in good standing”** shall mean members who have fully paid up their fees and dues in terms of the rules, as at 31 March each year, to be able to compete at Top30/10. Any payments after the 31<sup>st</sup> of March but before the 30<sup>th</sup> of October has voting rights at the AGM



"**Membership fees**" means the monies due by the members to the NHRSA and as approved and agreed to by membership at each Annual General Meeting of the NHRSA.

"**National Office**" means the head office of NHRSA as defined in this Constitution.

"**NSSF**" means the Namibian Sports Shooting Federation

"**NSC**" means the Namibian Sports Commission

"**President**" means the President of NHRSA, duly elected in terms of this Constitution.

"**Rules & Regulations**" means the rules and regulations of NAMIBIA SPORT SHOOTING FEDERATION.

"**Shooting Association**" shall mean a national Shooting body established to govern the affairs of a specific recognised discipline.

"**Special General Meeting**" means a meeting convened in terms of this Constitution.

## **I. GENERAL PROVISIONS/FOUNDING PROVISIONS**

### **ARTICLE 1 – NAME, OFFICES, LEGAL FORM**

- 1.1 The abbreviation of the Namibia Sports Shooting Federation is (NHRSA)
- 1.2 The emblem of the NHRSA is symbolic of the art of hunting rifle shooting.
- 1.3 The Office/Headquarters of the Namibian Hunting Rifle Shooting Association is 11, Parsival Street, Windhoek. The postal address is PO Box 80051, Olympia, Windhoek, Namibia.
- 1.4 The headquarters will be based where the chairman resides, or if challenged, where the committee Decides through majority vote.
- 1.5 The Namibian Hunting Rifle Shooting Association is a legal sport body and is registered under the Namibia Sport Commission Act.
- 1.6 The NHRSA is a voluntary Association having a corporate identity separate from that of its Members and is entitled to own property, whether movable or immovable or otherwise, and is entitled to sue and to be sued in its own name and, notwithstanding any change in the composition of its Members from time to time shall have perpetual succession.
- 1.7 The geographical area of jurisdiction of NHRSA shall be the Republic of Namibia.
- 1.8 The flag of the NHRSA shall incorporate the colours of the National Flag of the Republic of Namibia.
- 1.9 This Constitution shall be subject to and regulated by the Namibia Sports Act, Act 12 of 2003 and regulations. The Constitution of the NHRSA or any part thereof as contained herein shall not be added to or amended, save by a resolution, adopted by a 2/3 majority of the persons entitled to vote and present at the Annual General Meeting and /or Special General Meeting.



## **ARTICLE 2 – OBJECTIVES OF THE NHRSA**

- 2.1 The NHRSA is a not for profit organization, aiming to involve participants from various demographics and culture groups in a sport specifically developed for the hunter in Namibia. All committee members are non-paid volunteers, working together with law enforcement agencies and with other shooting organizations to promote shooting sports.
- 2.2 The income of the NHRSA will be membership fees from the affiliated members, a portion of the proceeds per National competitions as well as possible sponsorships, and the Association will not be involved in any profit making deals or schemes. The income of the Association shall be applied to further grow and develop the sport. The financials year end will be 31 October each year, as from 2017.
- 2.3 Money and all assets belonging to the Association will be used only to promote the sport where needed as the Association is not a profit-based organization.
- 2.4 The NHRSA will manage and organize the NHRSA National Championships as well as coordinate inter regional shoots between the fourteen (14) regions of the countries.
- 2.5 To affiliate itself with the governing body of Sport Shooting in Namibia, which body is duly recognized as the Namibian Sports Shooting Federation (NSSF) and abide to all its rules and regulations.
- 2.6 To operate and function as the autonomous controlling and administrative body of the sport of Hunting Rifle Shooting within the area of its jurisdiction.
- 2.7 To direct, develop, promote, and administer the Sport of Hunting Rifle Shooting within the area of its jurisdiction in accordance with sound business and financial principles.
- 2.8 To ensure the encouragement, promotion, development, and administration of the Sport of SHOOTING, whether same be at National, Regional or Local level.
- 2.9 To promote sportsmanship and fair play at all levels of the sport, free of any interference.
- 2.10 To cooperate with the NSC and the NSSF, in particular with regards to the participation of Shooters in all national, international, and multi-sport events.
- 2.11 To recognise and accept the jurisdiction, rules, and regulations of the NSC, NSSF, NNOC, the ISSF (including the ISSF Code of Ethics) and the World Anti-Doping Agency ("WADA").

## **ARTICLE 3 – NEUTRALITY AND NON-DISCRIMINATION**

- 3.1 The NHRSA is neutral in matters of politics and religion.
- 3.2 Discrimination of any kind against a country, private person or group of people on account of race skin colour, ethnic, national, or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status or any other reason is strictly prohibited and punishable by suspension or expulsion by the NSSF through the Namibia Sports Commission.

## **ARTICLE 4 – PROMOTING FRIENDLY RELATIONS**

- 4.1 The NHRSA shall promote friendly relations between its Members, Members Officials and Competitors and in society for humanitarian objectives.



- 4.2 Every person and organisation involved in the sporting codes of the NHRSA is obliged to observe the relevant Statutes, regulations, and the principles of fairness as well as the principles of loyalty, integrity, and sportsmanship.
- 4.3 The NHRSA shall provide the necessary institutional means to resolve any Hunting Rifle Shooting related disputes that may arise between Members, Members Officials and Competitors.

#### **ARTICLE 5 – CONDUCT OF BODIES AND OFFICIALS**

- 5.1 The bodies and Officials of the NHRSA must observe the Statutes, regulations, directives, decisions, and the Code of Ethics of the NSC, the NSSF and the ISSF in their activities.
- 5.2 The Safety Officer will evaluate range plans for inter-regional matches and take charge of all the safety protocols before and during national championship matches while ensuring that all shooters conduct the shoot in a safe and disciplined manner.

#### **ARTICLE 6 – OFFICIAL LANGUAGE**

- 6.1 The official language of NHRSA shall be English. Official documents and texts shall be written in the English language.
- 6.2 The official language at the AGM shall be English

### **II. MEMBERSHIP (SUBMISSION, SUSPENSION AND EXPULSION)**

#### **ARTICLE 7 – SUBMISSION, SUSPENSION AND EXPULSION**

- 7.1 The Executive Committee shall have the power to decide whether to admit, suspend or expel a Member.
- 7.2 Applications for membership affiliation will be submitted on a yearly basis.
- 7.3 Membership of the NHRSA is terminated by resignation or expulsion and leads to the cancellation of all rights in relation to the NHRSA. Loss of membership does not relieve the Member from his/her financial obligations, should any be pre-existing, towards the NHRSA or other Members of the NHRSA.
- 7.4 If any NHRSA member should fail to pay any amount owing to the NHRSA, whether for subscriptions, levies, entrance fees, goods, or services supplied by the NHRSA, or otherwise, arising, then its membership of the NHRSA may be terminated by the Executive Committee in writing. The Executive Committee may in its discretion reinstate such member on the payment of all arrear amounts and upon such terms as the Executive Committee may decide.

#### **ARTICLE 8 – ADMISSION TO THE NHRSA**

- 8.1 Admission may be granted if the applicant fulfils the requirements of NHRSA.
- 8.2 The members of the NHRSA will be individual shooters.
- 8.3 Any person wishing to become a Member of the NHRSA shall apply in writing to the General Secretariat of the NHRSA.
- 8.4 Admission may be granted if the applicant fulfils the requirements of the NHRSA and accepts the objects and rules of the NHRSA.



- 8.5 Applications for membership affiliation will be submitted on a yearly basis.
- 8.6 The Membership fees will be determined by the Executive Committee on a year to year basis and the amount will be determined per person.
- 8.7 Membership fees will fall due on the first day of each financial year of the club. The financial year end of NHRSA will be the 31 October each year.
- 8.8 In order to be a member of good standing, membership fees are to be paid in full no later than 31<sup>st</sup> March of each year to be able to shoot Top 30/10. Payment received after but before 31<sup>st</sup> of October is in good standing for AGM to vote.
- 8.9 **Types of Membership:**
- 8.9.1 **Founding members**  
A founding member of the association that was involved in, or whose membership commenced with, the associations foundation
- 8.9.2 **Members**  
A full member of the association is a person who is an ordinary member/competitor
- 8.9.3 **Honorary Members**  
An honorary member of the association means a person who is elected to membership of the Association for life.
- 8.10 A register of members must be kept by the NHRSA showing the name, address, and date of commencement of membership for each member. Provision for noting the date of cessation of membership must also be contained in the register.
- 8.11 **The NHRSA limits its participation regarding Hunting Rifle Shooting to the following genre's/categories:**
- 8.11.1 **Performance Classes as determined by previous performance as recorded on National or International Ranking List:**
- 8.11.1.1 Bronze (below 60%, or first-time entrants)
- 8.11.1.2 Silver (60% to below 80%)
- 8.11.1.3 Gold (80% and above)
- 8.12 **Demographic Classes.**
- 8.12.1 Penkoppe (all ages up to one day short of 13 years on the starting day of the competition)
- 8.12.2 Juniors (13 years up to one day short of 18 years on the starting day of the competition)
- 8.12.3 Ladies
- 8.12.4 Men
- 8.12.5 Seniors (Men or Ladies 50 years up to one (1) day short of 60 years old on the starting day of the competition)
- 8.12.6 Veterans (Men or Ladies 60 years and older on the starting day of the competition)
- 8.13 The following criteria shall apply to determine the NHRSA Rankings which will be used to select the NHRSA team which will represent Namibia at International events:
- 8.13.1 National and Presidential teams will be selected out of the Top 30 shooters on the NHRSA rankings where the best three scores over a 12-month period will count for the Top 30. Men and Ladies can qualify for these teams.  
The Year score will count 50% and the TOP 30 will be 2 rounds each round 25%.
- Ladies National and Presidential teams will be selected out of the Top 20 Ladies shooters on the NHRSA rankings where the best 3 scores over 12 month period will count for the Top 20 Ladies to qualify for these teams. Ladies teams will also be selected





according to rankings and Top 20 shoot. The year score will count 50% and the Top 20 Ladies will be 23 rounds each round 25%.

The finale selector panel will comprise of the Chairman, Vice Chairman, Records Officer and Safety officer and reserve the right to choose upon their opinion the best teams representing the NHRSA.

- 8.14 The Rules and Regulations of the sport form no part of this constitution and are contained in a separate document, document name NHRSA1. The Rules and Regulations, drafted when the association was founded, will be reviewed by each committee as required and approved by the NHRSA executive committee.
- 8.15 NHRSA Year –end function selection criteria for the different floating trophies, to be considered for any of the below awards, the winner needs to be a paid-up member of NHRSA and needs to compete in at least 65% of the competitions during the year.
- 8.15.1 Sportsman of the Year: will be selected according to the NHRSA ranking
  - 8.15.2 Sportswoman of the Year: will be selected according to the NHRSA ranking
  - 8.15.3 Best average for the Year: will be selected according to the NHRSA ranking
  - 8.15.4 Junior of the Year: will be selected according to the NHRSA ranking
  - 8.15.5 Penkop of the Year: will be selected according to the NHRSA ranking
  - 8.15.6 Senior of the Year: will be selected according to the NHRSA ranking
  - 8.15.7 Veteran of the Year: will be selected according to the NHRSA ranking
  - 8.15.8 Most improved Woman: will be selected according to the NHRSA ranking, the committee will work on the lowest score shoot at the beginning of the year and have a look at the improvement over the year.
  - 8.15.9 Most improved Men: will be selected according to the NHRSA ranking, the committee will work on the lowest score shoot at the beginning of the year and have a look at the improvement over the year.
  - 8.15.10 Most dedicated member of the year: decision of the executive committee
  - 8.15.11 Supporter of the Year: decision of the executive committee

#### **ARTICLE 9 –PROCEDURE FOR APPLICATION**

- 9.1 Any person wishing to become a Member of the NHRSA shall apply in writing by way of a Membership application form to the General Secretariat of the NHRSA.
- 9.2 Members changing or cancelling membership shall notify the Secretary General in writing, who shall notify the executive committee at the next meeting.

#### **ARTICLE 10 – MEMBERS RIGHTS**

- 10.1 Membership does not, and shall not, give any member the right, title, interest, claim or demand in or to any of the monies or assets of the NHRSA, but confers upon such members the privilege of entering the grounds and premises of the NHRSA, of using and enjoying the same, subject to such changes and reasonable restrictions as the committee may from time to time impose and subject to the rules and bye-laws in force for the time being.



- 10.2 The liability of a member is limited to the amount of his unpaid subscription and any monies owing to the NHRSA.
- 10.3 If elected by the committee, membership shall be granted from the date of acceptance by the committee.
- 10.4 A member may at any time, by giving notice in writing to the Secretary, resign his membership of the NHRSA, but shall be liable for any subscription, due and unpaid, at the date of resignation and for any other amounts owing to the NHRSA.
- 10.5 Each paid up member over the age of 18 (Eighteen) shall have 1 (One) vote.

### **ARTICLE 11 – MEMBERS OBLIGATIONS**

#### 11.1 Members shall:

- 11.1.1 Members shall encourage, promote, develop and administer the sport of Hunting Rifle Shooting within the area of its jurisdiction in accordance with sound business principles.
- 11.1.2 Administer their functions in accordance with this Constitution and all regulations, laws and/or by-laws as are applicable from time to time.
- 11.1.4 Have such duties and powers as are conferred upon them from time to time by the Executive Committee in writing.
- 11.1.5 The Members may not authorise, send, or sanction any team to go on a tour outside the boundaries of the Republic of Namibia without having first obtained the written consent the Executive Committee, through the Namibia Sport Commission.
- 11.1.6 As a condition of membership to the NHRSA, all its members, athletes and personnel shall agree to be bound, without exception, by the ISSF Anti- Doping Rules. The NHRSA shall agree to respect and fulfill all the requirements of the ISSF Anti-Doping Rules as may be amended from time to time to the best of its ability.

### **ARTICLE 12 – SUSPENSION**

- 12.1 A member may be suspended from the NHRSA by the executive committee, if in the opinion of the committee, after affording the member an opportunity of offering an explanation of his/her conduct.
- 12.2 Suspension of a member requires a voting process where a 51% or greater percentage is in favour of the suspension.
- 12.3 If any NHRSA member should fail to pay any amount owing to the NHRSA, whether for subscriptions, levies, goods, or services supplied by the NHRSA, or otherwise, arising, then its membership of the NHRSA may be, after notice to remedy such failure and/or notice of suspension, be terminated by the Executive Committee on written notice
- 12.4 A member who wishes to appeal against a decision of suspension may do so by notifying the secretary in writing that he/she wishes the decision to be reviewed.
- 12.5 Unethical or unsportsmanlike conduct is typical valid grounds for suspension.

### **ARTICLE 13 – EXPULSION**



- 13.1 A member may be expelled from the NHRSA by the executive committee, if in the opinion of the committee, after affording the member an opportunity of offering an explanation of his/her conduct.
- 13.2 A member who wishes to appeal against a decision of expulsion may do so by notifying the secretary in writing that he/she wishes the decision to be reviewed.
- 13.3 If any NHRSA member should fail to pay any amount owing to the NHRSA, whether for subscriptions, levies, goods, or services supplied by the NHRSA, or otherwise, arising, then its membership of the NHRSA may be, after notice to remedy such failure and/or notice of suspension, be terminated by the Executive Committee on written notice.
- 13.4 A member of the NHRSA committee shall cease if he/she fails to attend three consecutive meetings without a reasonable excuse for his/her absence.

#### **ARTICLE 14 – RESIGNATION**

- 14.1 Membership is terminated by resignation on written notice given at any time or expulsion. Such NHRSA member shall not be entitled to a refund of any fees or amounts paid in respect of any period after the date of resignation. Loss of membership does not relieve the Member from its financial obligations towards NHRSA or other Members of the NHRSA but leads to cancellation of all rights in relation to the NHRSA.

### **III. HONORARY PRESIDENT AND HONORARY MEMBER**

#### **ARTICLE 15- HONORARY PRESIDENT AND HONORARY MEMBER**

- 15.1 The Association may bestow the title of honorary member or life member upon any person(s) for meritorious service to the NHRSA.
- 15.2 The honorary member or life member may be invited to take part in the Executive Committee but shall not be allowed to vote.

#### **ARTICLE 16- ORGANISATION (STRUCTURES)**

- 16.1 The Executive Committee is the supreme and legislative body of the NHRSA.
- 16.2 The Executive Committee is the Strategic and Oversight body of the NHRSA.
- 16.3 The President will be the chairperson during all meetings. The Chairman can call special meetings and will lead the strategic direction of the Association. In case of a tied vote, the Chairman may in addition to his/her ordinary vote have a casting vote.
- 16.4 The Vice-Chairman shall conduct the Chairman's duties if he or she is not available.
- 16.5 The Executive Committee of the Association will comprise of at least two representatives from each region in the country (west, east, south, north, and central), If the representative of that region cannot attend the meeting, he or she can give proxy to a nominee from the committee. Observers can attend meetings along with the representative but will not have voting rights.



- 16.6 The committee can appoint specific individuals for identified tasks as needed, such as media contact, public relations officer, raising the profile of the sport, updating the rules of the discipline, interaction with law makers or law enforcement organizations, etc.
- 16.7 Safety officer/officers will be appointed as an active committee member. (3.12.2 E)
- 16.8 The Executive Committee has the power to expel any of its members absenting him/her from three (3) consecutive Executive Committee meetings unless leave was granted by rest of the Executive Committee.
- 16.9 If an Executive Committee position becomes vacant prior to the following Annual General Meeting, the remaining Executive Committee members may appoint a member to that position until next Annual General Meeting. Only paid up members may be appointed to the Executive Committee.

## **A. COUNCIL**

### **ARTICLE 17 – DEFINITION AND COMPOSITION OF THE AGM**

- 17.1 An Annual General Meeting (hereinafter referred to as “AGM”) shall be held each year no later than three months after the financial year end, where all affiliated clubs will be present.
- 17.2 The meeting shall comprise of the Executive Committee and all paid up NHRSA members.

### **ARTICLE 18 – DELIGATES AND VOTES**

- 18.1 Each paid up member shall have one (1) vote.
- 18.2 Voting shall be by way of sealed ballot.
- 18.3 Should any open ballot be demanded, it should be taken in such a manner and at such time and place, including at that meeting, as the Chairperson of the meeting may direct.
- 18.4 The Chairperson or any other person acting as Chairperson of the AGM shall have a casting vote additional to his deliberative vote.
- 18.5 A declaration by the Chairperson of the meeting of the result of ballot shall be conclusive.

### **ARTICLE 19 – AREAS OF AUTHORITY**

In addition to the powers conferred on the Executive Committee under any section or sections hereof, it shall be vested specifically with the following powers and duties, namely:

- 19.1 The management and control of affairs of the NHRSA shall vest in the Executive Committee which shall have full power and authority to act in the best interest of Rifle Hunting Shooting and shall have the powers and authority required to achieve the objects of the NHRSA.
- 19.2 Admit new members to the NHRSA.
- 19.3 Formulate policies governing the activities of the NHRSA.
- 19.4 Make any rules, resolutions, or decisions that are necessary or expedient in order to achieve the objects of the NHRSA.
- 19.5 To convene General meetings of the NHRSA;



- 19.6 To acquire by purchase, exchange, hire, sub-lease, donation or otherwise movable and/or immovable property of any kind.
- 19.7 To sell, let, mortgage, dispose of, give in exchange, turn to account, or otherwise deal with all or any part of the property or rights of NHRSA.
- 19.8 To enter into contracts of any and all kinds necessary to carry out, give effect to or secure the objects of NHRSA.
- 19.9 To institute, conduct, defend, compound, or abandon any legal proceedings by and against NHRSA or its officers or otherwise concerning the affairs of NHRSA, or the action of its Members, and also compound and allow time for payment or satisfaction of any debts due or any claims or demands made by or against NHRSA.
- 19.10 To make and give receipts, release, and other discharges for money payable to the NHRSA and for claims and demands on the NHRSA.
- 19.11 To open a banking account in the name of the NHRSA and to make payments with the business to be signed by any one of the Executive Committee signatories.
- 19.12 To arrange for and approve the selection of teams representing the NHRSA;
- 19.13 To arrange for the accounts of the NHRSA; to be audited annually by a competent person/company as nominated by the Executive Committee;
- 19.14 To set up Sub-Committees whether of members of the NHRSA; or not, wherever and whenever it may deem expedient. A member of the Executive Committee shall serve as a Chairperson on the sub-committees.
- 19.15 Act and be acted against in its own name, including, suing, and defending any action instituted by it or instituted against it.
- 19.17 To take all such action as may be required or necessary to enforce fully and effectively all obligations of whatever nature which might arise, and which may be owed to NHRSA by its Members, former Members or any other persons or body.
- 19.18 To insure against losses, damage, risk, and liability of all kinds.
- 19.19 To make and pass rules, by-laws or regulations and to add to, repeal or alter such rules, by-laws or regulations, with or without penalties for the carrying out, administration and implementation of this Constitution and the attainment of the objects of NHRSA.
- 19.20 To impose fines, to suspend for a period of time, to ban and/or implement any other disciplinary measures on its Members or former Members connected or concerned with Rifle Hunting Shooting arising out of or connected with any contravention or breach of the provisions of this Constitution or any rule, by-law or regulation passed by the Executive Committee, including those of NSC, ISSF and WADA and recover by legal action or otherwise such fines or compulsory contributions or damages from its Members or former Members.

#### **ARTICLE 19.21 – FINANCIAL YEAR, AUDIT AND ACCOUNTS**

- 19.21.1 The financial year-end of the NHRSA will be 31 October



- 19.21.2 The Executive Committee shall have the authority to expend the funds of the NHRSA in such a manner as they consider fit, in accordance with the rules and subject to the objectives of the NHRSA, provided that:
- 19.21.3 The funds of the NHRSA shall be deposited into such bank accounts of the NHRSA as may be authorised by the Executive Committee from time to time, which accounts shall be operated by the Treasurer/Financial consultant, the President and the Vice-President.
- 19.21.4 The funds of the NHRSA may be kept in one or several accounts at one or several registered commercial banks.
- 19.21.5 Signatories on all banking accounts shall be either the President and the Secretary or the President and Vice President
- 19.21.6 Payment of membership fees shall be made in Namibian Dollars.
- 19.21.7 The Secretary/Treasurer will be managing the finances on behalf of the Association. The treasurer shall manage the funds within the requirements for non-profit organizations, provide a balance sheet yearly, and table a detailed audited financial report at the yearly AGM meeting, detailing all the income and expenses of the preceding period.
- 19.21.8 All travelling and other expenses incurred by members of the Executive Committee and Sub-Committee for attending any meeting shall be borne by the club or individuals.

#### **ARTICLE 19.22 – INDEMNITY**

- 19.22.1 The Executive Committee or any other appointed committee is not liable for any loss or damage arising out of any act done or omitted to be done in good faith on the authorization of the Executive Committee or any other appointed committee under this Constitution, unless such damage or loss is due to the Executive Committee or any other appointed committee's negligence or failure to comply with the Constitution.
- 19.22.2 A representative of the Executive Committee or any other appointed committee or a person employed in terms of this Constitution, is not liable for any loss or damage arising out of any act done or omitted to be done in good faith by that member or that person under this Constitution unless such damage or loss is due to that member's or person's misconduct, dishonesty, negligence, or failure to comply with this Constitution.

#### **ARTICLE 19.23 – DISCIPLINARY COMMITTEE**

- 19.23.1 The NHRSA Executive Committee shall appoint no less than three and no more than five individuals to be members of the Disciplinary Committee. The Executive Committee shall appoint the Chairperson and the Vice-Chairperson of the Disciplinary Committee.
- 19.23.2 Participants to a Disciplinary Hearing shall be members of the association.
- 19.23.3 The responsibilities and functions of the Disciplinary Committee include the following: -
- 19.23.4 To consider, recommendations/proposals on whether or not to charge a member of the association.
- 19.23.5 To hear charges brought against any association Member;
- 19.25.6 To fix a date for the disciplinary hearing and instruct the Secretary of the association to serve the notice of the disciplinary hearing upon the Participant charged;



- 19.23.7 To summon the member charged to attend before it to give evidence in relation to the charges made against the member;
- 19.23.8 To consider and determine, after conclusion of the hearing, whether or not each charge has been proved;
- 19.25.9 To hear and consider pleas in mitigation;
- 19.23.10 To impose any penalties as decided upon;
- 19.23.11 To notify the member charged of the decision in writing.
- 19.23.12 To require the member charged to supply such further information and documents in its possession or under its control relating to the case as the Disciplinary Committee sees fit;
- 19.23.13 To reconsider the verdict and the penalty of disciplinary cases;
- 19.23.14 The Disciplinary Committee shall commence the proceedings of a disciplinary matter without delay.
- 19.23.15 If the matter in question does not fall within the competence of the Disciplinary Committee or if the proposed matter is evidently unfounded, the Chairperson of the Committee may dismiss the proposal immediately.
- 19.23.16 The meetings and the documents and other records handled or prepared thereat shall not be public.
- 19.23.17 The administrative handling of a disciplinary matter shall be carried out in writing. The Disciplinary Committee may, however, authorize a Party to express its views orally; however, such oral expression shall be recorded and reduced to writing by way of a transcription. The Hearing itself, however, shall be recorded and transcribed.

#### **ARTICLE 19.24– DISOLUTION OR WINDING UP OF THE NHRSA**

- 19.24.1 If for any reason the Association must be dissolved, it can be done with a Special General Meeting of the paid up Members, upon a majority vote of not less than 75% (seventy-five per centum) of the total votes of Members, who are present and entitled to vote, who are present in person at such a general meeting, provided that not less than 21 (twenty-one) working days written notification of such meeting and of any resolution aimed at dissolving or winding up NHRSA shall have been given to all Members.
- 19.24.2 Upon dissolution or winding up of NHRSA, all the property and assets of NHRSA, after payment of all monies owing to any third parties, shall be donated to NSSF

#### **ARTICLE 19.25 – DECLARATION OF INTEREST**

- 19.25.1 All Executive Committee members will be compelled to declare in writing any and all interest in the form of:
- being a competitor;
  - being a sponsor;
  - having competitor family members;
  - having any financial-or other interest not specifically mentioned
- 19.25.2 This declaration will be done within 15 (Fifteen) days of being selected to office and then thereafter as circumstances warrants. This declaration will in all circumstances be circulated to all members as per normal NHRSA correspondence.



- 19.25.3 No Executive Committee Member may participate in any proceedings related in which he/she has a conflict of interest. Any business conducted at proceedings where an Executive Committee member participated in whilst any such interest is/was present will automatically render all business so conducted null and void.

## **IV. MEETINGS**

### **ARTICLE 20 – QUORUM OF THE COUNCIL**

- 20.1 A Quorum at an Annual General Meeting and Special General Meeting will be at least 30% of members with voting rights present at such meeting.
- 20.2 If a quorum shall not be present at the place of the meeting within 30 (thirty) minutes after the time set for commencement of the meeting, or the Member is not present during the meeting, until the proceedings have been duly declared to have been concluded so by the President, the meeting if convened upon the requisition of Members, shall be dissolved; in any other case, it shall stand adjourned to a date not earlier than 5 (five) working days and not later than 15 (fifteen) working days after the date of that meeting, and, at such adjourned meeting, the representatives of Members present and entitled to vote, shall constitute a quorum, and may transact the business of that meeting.
- 20.3 Where a meeting has been adjourned as aforesaid, the Secretary General shall, upon a date not later than 3 (three) working days after the adjournment disseminate a written notice to each Member stating:
- 20.3.1 The date, time place to which the meeting is adjourned.
  - 20.3.2 The matter before the meeting when it was adjourned.
  - 20.3.3 The ground for the adjournment, which notice shall have been settled by the President.

### **ARTICLE 21 – DECISIONS OF THE EXECUTIVE COMMITTEE**

- 21.1 The President will be chairing the monthly Executive Committee meetings, or in his absence, the Vice President/ Secretary-General and if the Vice President /Secretary-General is not available, any Vice-President as appointed by the President.
- 21.2 The Executive Committee shall further meet at such times as are required. No less than 7 (seven) days' notice must be given by the Secretary-General to the representatives of the Executive Committee of such further meetings unless all representatives of the Council agree to accept shorter notice.
- 21.3 The quorum for a meeting of the Executive Committee shall be 75% (seventy-five percent) of the representatives of the Council.
- 21.4 Any decision taken by the Executive Committee shall be by majority vote by show of hands of the persons entitled to vote and present at the meeting.
- 21.5 Each person entitled to be present and to vote shall have one vote. The Chairperson shall, in the event that the vote is tied, have a casting vote additional to his deliberative vote. No voting by proxy shall be permitted.
- 21.6 The Chairperson shall cause minutes to be kept of the names of the representatives of the Executive Committee present at any meeting together with minutes of all resolutions and all proceedings taken





at such meeting. Any such minutes or an extract there from, signed by the Chairperson shall be prima facie evidence of the matters therein stated. All correspondence, minutes of meetings must be kept on file at the NHRSA office.

- 21.7 A resolution in writing, which the majority of representatives of the Council approve, shall be valid and effective as if passed at a meeting of the Executive Committee.
- 21.8 Only the President or the Secretary, together with the Vice-President of the relevant is authorised to sign any correspondence.

## **ARTICLE 22 – ELECTIONS**

- 22.3 Executive Committee members are to be elected once every 12 months on an alternating basis, to such effect, that the terms of office will overlap and be of two-year duration.
- 22.3.1 Preliminary / Initial  
At the Annual General Meeting in 2018, the six persons who were doing duty as the chairman, secretary and one additional member from each region will step down and six new members will be elected to the committee (every even year), and in the following year (every uneven year), the vice- chairman, the treasurer, marketing and the second additional member for each region will step down, with another six new members to be elected to the committee.
- 22.3.2 Committee members are eligible for re-election.
- 22.3.3 The cycle described under 22.3.1 and 22.3.2 will be repeated bi-annually.
- 22.1.4 In the event where any member of the committee is not available for any second year and the position becomes vacant interrupting the cycle, a fourth candidate must be elected to the council during that year.
- 22.3.5 After each AGM, the newly constituted committee will elect officials as per § 22 above.
- 22.4 All nominations will be requested by the secretary at least sixty days prior the yearly AGM meeting and must be in place 30 days before the meeting.
- 22.5 All paid-up members will be entitled to send a nomination to the Secretariat, with each nominee's acceptance in writing and his or her CV, stating their qualifications and the position for which he or she is nominated, at least 30 (thirty) days prior to the date of the AGM at which the election is to take place, if the current representatives of the Council shall be eligible for re-election without nomination to their respective offices.
- 22.6 The Secretariat shall validate the aforesaid nominations and compile a final list of all the nominations received, which list shall be circulated to all members of the NHRSA at least 14 (fourteen) days prior to the date of the AGM.
- 22.7 If the position of the President becomes vacant, the Vice President/Secretary General will take up the position until the first AGM.
- 22.8 The vacancy of the Vice President/Secretary or any other Executive Committee member had to be filled by the person who drew second most votes at the previous AGM. Such person would also have voting power on decisions of the Executive Committee.
- 22.9 If such person as referred to in par 22.8 is no longer available, the Executive Committee may appoint a suitable person to act in the specific vacancy, but such person would have no voting power on decisions of Executive Committee.

- 22.10 The Chairperson of any general meeting shall have 1 (one) vote, in that capacity, and a second or casting vote in the event of an equality of votes except in the case where it is about a person.

### **ARTICLE 23 –ANNUAL GENERAL MEETING**

- 23.1 AGM shall be convened by the Secretary giving notice in writing to all members.
- 23.2 In the case of the annual general meeting the following business must be transacted:
- 23.2.1 Confirmation of the minutes of the last Annual General Meeting and any recent Extraordinary General meeting;
- 23.2.2 Receipt of the committee's report upon the activities of the club in the last financial year;
- 23.2.3 Receipt and consideration of a statement from the committee which is not misleading and gives a true and fair view for the last financial year of the club's, income and expenditure, assets, and liabilities, mortgages, charges and other securities, trust properties.
- 23.2.4 Election of office bearers and other members of the Executive Committee;
- 23.3 Notice of the intention to rescind, add to or amend the Constitution, if required to be dealt with at an AGM of the NHRSA, shall be given in writing by the intending mover therefore to the Secretary not later than two months prior to the date of the AGM. Any disagreements to such notice must be corresponded to the Secretariat by no later than one month prior to the AGM. The Secretary shall give written notice of the intended rescission, additions, or amendments to all Members within 14 days after receiving such notice.
- 23.4 An Annual General Meeting and/or a meeting called for the passing of a special resolution shall be called by no less than twenty-one (21) clear days' notice, in writing and any other general meeting shall be called by no less than (fourteen (14) clear days' notice in writing. The notice shall be inclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day, and the hour of the meeting and shall be given in a manner hereinafter mentioned, provided that a meeting (AGM or General) shall notwithstanding the fact that it is called by shorter notice than the specified period be deemed to have been duly called, if it is so agreed by the majority in number of the members having a right to attend and vote at the meeting, being a majority holding not less than seventy-five (75%) of the total voting rights of all members.
- 23.5 If required by the Members, a Special General Meeting (SGM) could be held in order to discuss the matters giving rise to the notice referred to in Art 23.3. The provisions of Art 25.2 shall apply in such instances.
- 23.6 Any decision taken by majority vote at the SGM would be binding to all the members of the NHRSA.
- 23.7 Notice of the date, time, and place for the holding of the AGM shall be given in writing not later than one month prior to the meeting.
- 23.8 The Chair at an AGM shall be taken by the Chairperson of the NHRSA or in his absence by the Vice Chairperson. Should both be absent, the Members shall elect a Chairperson for the meeting from among the other members of the Executive Committee present, if any or, failing their presence, the Chairperson shall be elected being a person who is entitled to vote at an AGM from among those member's present.
- 23.9 Decisions shall be taken at the AGM by voting.
- 23.10 The Secretary shall give notice of any motions received by any NHRSA, to all interested parties no later than 10 days prior to an AGM.



## **ARTICLE 24 – ANNUAL GENERAL MEETING AGENDA**

1. Welcome
2. Attendance
3. Apologies
4. Conflicts of interest declaration regarding the agenda
5. Adoption of the Agenda
6. Minutes of the previous AGM
7. Minutes of the Special General Meeting
8. Financials
9. NHRSA Council Report
10. Progress Review – Strategic Plan
11. Presentation of Voting Credentials
12. Voting
13. General

## **ARTICLE 25 – SPECIAL GENERAL MEETING (SGM)**

- 25.1 The Executive Committee may at any time through the Secretary call an Special General Meeting (hereinafter referred to as “SGM”) of paid up members of the NHRSA by giving not less than 21 (twenty-one) days’ notice in writing to each Member, such notice specifying for what object or objects the meeting is called. The accidental omission to give such a notice to any of the Members or the non-receipt of such notice by any member shall not invalidate any resolution passed at the meeting.
- 25.2 The Executive Committee, shall requisition the Secretary to convene an EGM within ten (10) days of receipt of a written requisition to that effect signed by not less than the quorum as per Article 20.1 specifying any resolution(s) proposed or other business to be discussed.
- 25.3 Any decision taken by 2/3 majority vote at the SGM would be binding to all the members of the NHRSA.
- 25.4 Notice of the date, time, and place for the holding of an SGM shall be given in writing.
- 25.5 The Chair at an SGM shall be taken by the Chairperson of the NHRSA or in his absence by the Vice Chairperson. Should both be absent, the delegates shall elect a Chairperson for the meeting from among the other representatives of the Executive Committee present, if any or, failing their presence, the Chairperson shall be elected being a person who is entitled to vote at an AGM from among those member’s present.
- 25.6 A Special General meeting, whichever applies, and a meeting called for the passing of a special resolution shall be called by no less than twenty-one (21) clear days’ notice, in writing and any other general meeting shall be called by no less than (fourteen (14) clear days’ notice in writing. The notice shall be inclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day, and the hour of the meeting and shall be given in a manner hereinafter mentioned, provided that a meeting (SGM or General) shall notwithstanding the fact that it is called by shorter notice than the specified period be deemed to have been duly called, if



it's so agreed by the majority in number of the members having a right to attend and vote at the meeting, being a majority holding not less than seventy-five (75%) of the total voting rights of all members.

25.7 Decisions shall be taken at an SGM by voting as in Art 23 above.

### **ARTICLE 25.8 GENERAL MEETINGS**

25.8.1 General meetings should be held every Friday before each competition or whenever the Executive Committee deems it fit.

### **ARTICLE 26 –AMENDMENTS OF STATUTES**

26.1 Notice of the intention to rescind, add to or amend the statutes of the Constitution, if required to be dealt with at an AGM or SGM of the NHRSA shall be given in writing by the intending mover therefore to the Secretary not later than two months prior to the date of the AGM or SGM. Any disagreements to such notice must be corresponded to the Secretariat by no later than one month prior to the AGM or SGM. The Secretary shall give written notice of the intended rescission, additions, or amendments to all the affiliated members within 14 days after receiving such notice.

### **ARTICLE 27 –MINUTES**

27.1 The Secretary shall be responsible for recording the minutes at all the meetings. The minutes shall be checked and scrutinized before it is circulated to Members.

### **ARTICLE 28 –EFFECTIVE DATES OF DECISIONS**

28.1 Matters will be resolved at monthly general meetings

28.2 Matters which cannot be resolved at monthly general meetings will be referred to the Executive Committee for resolution.

28.3 Matters referred to the Executive Committee for resolution will be discussed at the monthly Executive Committee meeting. Decisions taken by the Executive Committee meeting on these matters shall become in effect within 10 (Ten) day after the meeting unless the Executive Committee fixes another date for the decision to take effect

28.4 Decisions taken at the AGM or SGM shall come into effect by members within 30 (Thirty) days after the close of the AGM or SGM, unless the Executive Committee fixes another date for a decision to take effect.

### **ARTICLE 28.5 –NOTIFICATIONS AND CORRESPONDENCE**

28.5.1 Daily correspondence will mostly be done by internet, telephone, or fax. It is expected that a response to a query will be given within 5 working days. If an office bearer is unavailable to answer a query within this period, he / she must delegate their authority to another office bearer.

28.5.2 For the purposes of this Constitution, all notifications by NHRSA to any person or any Member, Honorary Life Member shall, unless delivered by hand, be effective from the date of dissemination by post, and/or by hand, and/or by fax, and/or by electronic mail to the last known postal address of such Member/s, by any official of NHRSA; but all notifications to NHRSA by any person (natural, corporate, or otherwise) or any such Member shall only be effective from the date of receipt thereof by the Secretary. In no respects shall any postal authority be, or be deemed to be, the agent of the NHRSA.



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## **B. EXECUTIVE COMMITTEE**

### **ARTICLE 29-COMPOSITION**

- 29.1 There shall be one Executive Committee of:
- 29.1.1 President
  - 29.1.2 Vice President
  - 29.1.3 Secretary
  - 29.1.4 Treasurer
  - 29.1.5 Safety Officer

**NB: Whatever the number of members and titles, remember, there shall not be a member of Executive who is not a Namibian citizen as per the requirements of the Namibia Sports Act (2003) Section**

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## **C. PRESIDENT**

### **ARTICLE 30-DUTIES OF THE PRESIDENT**

- 30.1 The prime function of the president is to coordinate all the activities of the association and leading/guiding other executive committee members in carrying out their duties
- 30.2 The President shall preside over all meetings of the Executive Committee.
- 30.3 The President shall ensure that all business of each such meeting is conducted in accordance with the Rules of the association.
- 30.4 In the absence or in the event of the President leaves office prior to completion of his or her term, the Vice President shall serve in a temporary capacity as Acting President until the Council elects the new President.

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## **F. GENERAL SECRETARY**

### **ARTICLE 31- DUTIES OF THE SECRETARY**

Subject to the direction of the Executive Committee, the General Secretary shall:

- 31.1 Implement the policy and decisions of the Executive Committee.
- 31.2 Safeguard at all times and in every respect the interests of the NHRSA.
- 31.3 Act as the general administrator of the NHRSA
- 31.4 Engage staff who shall be under the control and supervision of the General Secretary and shall perform such duties as may be assigned to them.
- 31.5 Perform such additional functions as are set out in these Rules or as may be determined from time to time by the Executive Committee, or as agreed upon with the President.
- 31.6 Keep a record of all correspondence and have it available at meetings for review.



- 31.7 Keep an updated list of all members
- 31.8 Answer all questions regarding the rules and regulations of the Association after consulting with the management committee.
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## **V. FINANCE**

### **ARTICLE 32- DUTIES OF THE TREASURER**

- 32.1 Direct the financial administration of the NHRSA, including the collection of annual dues from members, and direct and implement all financial and other business operations and transactions involving the NHRSA.
- 32.2 Keep all proper financial accounts and records current, including information with respect to all income and disbursements in accordance with the association's policies and Rules.
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**This Constitution in its present form was amended according to the directives of the Namibian Sport Shooting Federation (NSSF) and the Namibia Sports Commission (NSC) and adopted at Windhoek on the 31 day of October 2020.**

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**Sonnie Basson**  
President

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**Francois Marais jnr**  
Vice President

