

**GAUTENG NOORD  
VLIEGHENGEL VERENIGING  
GRONDWET**



**GAUTENG NORTH  
FLY FISHING ASSOCIATION  
CONSTITUTION**

APPROVED  
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**Annexures**

Duties of the Executive Committee Members  
Gauteng North Fly Fishing Association Angling Rules  
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# **CONSTITUTION**

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## Chapter 1

### Gauteng North Fly Fishing Association

#### 1.1 NAME

The name of the Association shall be the Gauteng North Fly Fishing Association (Gauteng Noord Vliegengel Vereniging), hereafter referred to as “the Association”.

#### 1.2 HEADQUARTERS AND POSTAL ADDRESS

The headquarters and postal address of the Association will be the same as that of the Association’s Secretary’s for any given year for which term he/she has been elected, or such address as decided upon annually during the Association’s AGM. This decision regarding the postal address shall be communicated to all affiliated members during the first correspondence after the AGM has been held.

#### 1.3 VISION

To pro-actively promote the sport of Fly Fishing to create equal opportunities in excellence and development as envisaged in the objectives of the S.A. Sports Commission for Sport Codes.

#### 1.4. MISSION

The Associations mission is to:

- 1.4.1 Act as autonomous governing body for its affiliated members within the boundaries of Gauteng North, participating in the amateur sport of Fly Fishing at provincial and national level.
- 1.4.2 Manage the Fly Fishing sport in a professional manner.
- 1.4.3 Establish, maintain and enforce rules and regulations, as well as conditions governing the sport of Fly Fishing.
- 1.4.4 Compile and regularly update an accurate list of record catches made in accordance with the angling rules and regulations of the Association, and to issue record certificates and/or other forms of recognition for such record catches.
- 1.4.5 Annually select the most competent anglers by means of set selection criteria to represent Gauteng North in provincial tournaments and national championships.
- 1.4.6 Promote and encourage the conservation of rivers and still waters so as to assure the continuation of the Fly Fishing sport.
- 1.4.7 Affiliate with, or to support any Provincial, National or International body having objectives in any way similar to the Association’s.
- 1.4.8 To affiliate to the national body governing competitive Fly Fishing in South Africa.
- 1.4.9 Collect, raise, or in any other legal manner acquire funds or property, both movable and immovable, and to administer, manage, invest or control such funds or property for the aims of the Association’s objectives.
- 1.4.10 Design, adopt, register and issue any representative insignia, badges or uniforms for the Association’s teams as may be determined from time to time.
- 1.4.11 Engage in all related activities that may be incidental or conducive to the attainment of any of the aforementioned objectives.

#### 1.5. PRINCIPLES

In striving to achieve this mission, the following principles apply:

- 1.5.1 The fundamental right and freedom of individuals and groups to participate in sports of their choice.
- 1.5.2 The freedom of association in Fly Fishing, subject at all times to the principles and main objectives of the Association as contained herein, as well as the constraints of regional demographic guidelines.
- 1.5.3 The equality of opportunities in sports regardless of race, colour, creed or gender.

- 1.5.4 The responsible maintenance and promotion of educational interest in the development of Fly Fishing.

## **1.6. MAIN OBJECTIVES AND POWERS OF THE ASSOCIATION**

The main objectives and powers of the Association shall be to:

- 1.6.1 Commit its members to a program of development and upliftment from club to provincial level, with opportunities to compete at national and/or inter national level.
- 1.6.2 Organize and conduct tournaments at provincial level for affiliated members to compete against each other.
- 1.6.3 Act as a co-coordinating body for all the affiliated members affiliated to the Association.
- 1.6.4 Establish sub-committees that shall control the various codes of Fly Fishing, subject to consultation with, and coordination by the Association.
- 1.6.5 Foster, encourage, promote, advance and develop Fly Fishing within the boundaries of Gauteng North.
- 1.6.6 Formulate, rescind and/or amend the conditions under which provincial tournaments of the Association shall be conducted.
- 1.6.7 If, and when invited, to decide upon, and arrange visits to countries beyond the borders of South Africa to participate in international Fly Fishing competitions.
- 1.6.8 Provide trained leadership and guidelines to address the vast need for development programs at provincial and club level.
- 1.6.9 Engage in all relevant activities as are incidental or conducive to the attainment of these objectives.
- 1.6.10 Establish such rules and/or regulations as may be necessary to give effect to the main objectives.
- 1.6.11 Assist, and actively support all National or Regional River and Still Water Conservation aims and activities, not only on behalf of the Fly Fishing sport, but also for the recreational angler, who, at the end of the day, should acknowledge the role of the Sport in the broader context of Conservation.

## **1.7. INSIGNIA AND COLOURS**

### **1.7.1 INSIGNIA**

All representative insignia shall be approved and accepted by Heraldic, subject to the criteria of, and the prior approval of the Gauteng North Sports Council.

**GAUTENG NORTH**



**FLY FISHING**

**GAUTENG NOORD**



**VLIEGHENGEL**

Provincial colours comprise an embroidered daisy in a shield as its emblem. The shield consists of the logo with the wording GAUTENG NORTH or GAUTENG NOORD above it, as well as the name of the code of sport below. The only other wording allowed below the shield is the designation MANAGER and / or COACH. All lettering will be in white.

### **1.7.2 COLOURS**

#### **a. PROVINCIAL REPRESENTATIVE COLOURS**

The criteria, applicable to provincial representative colours and dress codes are stipulated in the Policies and Guidelines of the Gauteng North Sports Council.

Provincial representative colours are awarded to Fly Fishing in the following categories:

**i. SENIOR A** (Person above the age of 18 years)

For Senior A, Provincial colours comprise an embroidered white shield on a navy blue background.

**ii. SENIOR B, C, etc.** (Person above the age of 18 years)

For Senior B, Provincial colours comprise an embroidered shield on a navy blue background.

**iii. LADIES A** (Person above the age of 18 years)

For Ladies A, Provincial colours comprise of an embroidered white shield on a navy blue background.

**v. LADIES B, C, etc.** (Person above the age of 18 years)

For Ladies B, Provincial colours comprise of an embroidered shield on a navy blue background.

**iv. JUNIOR A** (Person under the age of 18 years)

For Junior A, Provincial colours comprise of an embroidered light blue shield on a navy blue background.

**v. JUNIOR B, C, etc** (Person under the age of 18 years)

For Junior B, Provincial colours comprise of an embroidered shield on a navy blue background.

A junior angler can participate at Provincial and National level in the year of the angler's 18<sup>th</sup> birthday, until before the angler's 19<sup>th</sup> birthday, or as stipulated by National Governing Bodies.

**b. PROVINCIAL INVITATIONAL TEAMS (Invitation and Development)**

For all Provincial Invitational teams, colours comprise of an embroidered daisy with shield on navy blue material with wording Invitation and under it the Sport code.

**c. HONORARY COLOURS**

Honorary Provincial colours can be awarded to persons who served the sport mostly as an administrator, as defined in the following categories:

**i. HONORIS CAUSA (Minimum 5 years service)**

This category is awarded to a person who has served the sport for a minimum of 5 years and mostly as an administrator. The colours that will be awarded is the white shield with only half the laurel wreath and under it the sport code, but without the wording HONORIS CAUSA. All lettering and wreath will be in gold.

**ii. HONORIS CAUSA (Minimum 15 years service)**

This category is awarded to a person who has served the sport for a minimum of 15 years and mostly as an administrator. The colours that will be awarded is the white shield with full laurel wreath and wording HONORIS CAUSA and under it the sport code. All lettering and wreath will be in gold.

The emphasis falls on being involved as an administrator but may also include some years as a participant at which time the person also served as an administrator. A comprehensive CV must accompany the application to the Gauteng North Sports Council.

### **1.7.3 ISSUING OF PROVINCIAL COLOURS**

Provincial representative colours are currently awarded in accordance with the Policies and Guidelines of the Gauteng North Sports Council. Issuing of Provincial colours may only be done upon approval of a written request submitted to GNSC's Executive Committee or its appointed representative(s). The written request shall reference the following:

- Full details of the selected team members (ID Number, Initials, Surname, etc.)
- Team category (Senior A, Senior B, etc.)
- Reason for awarding colours (National Championships, etc.)

### **1.8. AFFILIATION TO PROVINCIAL AND NATIONAL SPORT CONTROL BODIES**

The Association is currently affiliated to the following controlling bodies:

- The Gauteng North Sports Council (GNSC).
- The Gauteng North Controlling Council (GNCC).
- The South African Fly Fishing Association (SAFFA).
- The South African Federation of Artificial Lure and Fly Anglers (SAFALFA).
- The South African Sport Angler and Casting Confederation (SASACC).
- The South African Sport Commission (SASCO).

### **1.9 OPERATIONAL PROCEDURES**

#### **1.9.1. FINANCIAL YEAR**

The Association's financial year effectively starts on the first day of March, and ends on the last day of February the following year.

#### **1.9.2. MANAGEMENT**

The Association's affairs are managed by its annually elected Executive Committee. The duties of each Office Bearer or portfolio holder are discussed in Appendix A - Duties of the Executive Committee Members.

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## Chapter 2

### Membership and Affiliation to GNFFA

#### 2.1 MEMBERSHIP and AFFILIATION REQUIREMENTS

##### 2.1.1 Membership

The Association's membership comprises of Clubs, Associations and Affiliated members. Applications for membership will be considered on merit and the Association reserves the right to accept or refuse membership without furnishing any reasons.

##### 2.1.2 Future Membership Applications.

Refer to Minimum Membership, para.2.2.3.

#### 2.2 AFFILIATION REQUIREMENTS.

NGFFA shall accommodate representative Clubs, Associations and Affiliated members within the geographical boundaries of Gauteng North, practicing the Sport of Fly Fishing, and who comply with the following GNFFA affiliation pre-requisites:

##### 2.2.1 Constitutional prerequisites

Each Member Association shall have a written Constitution.

Affiliates shall have the power to adopt/alter their own Constitutions subject to the provision that such constitution/constitutional changes

- a. Be submitted to the NGFFA Executive Committee for prior scrutiny,
- b. Does not conflict with the aims and contents of GNFFA's Constitution before GNFFA approval could be given for it to be adopted.

If a Member Association's constitution conflicts with the aims and objectives of GNFFA's Constitution, such Member Association shall be notified in writing of such conflict, and such Affiliate shall not adopt its constitution unless the sources of conflict have been removed.

##### 2.2.2 Financial upkeep

Only Member Associations that are in good financial standing with GNFFA shall be affiliated and allowed to participate in GNFFA's activities. Please refer to paragraph 2.3 - ANNUAL MEMBERSHIP FEES.

Application for affiliation shall only be accepted until such time the Member Association has:

- (a) Furnished GNFFA's Secretary with a complete list of all it's respective members':

Surname  
Initials  
ID number  
Current age for that specific year  
Angling Category (eg. Senior, Ladies or Junior)  
Residential and  
Postal addresses.

- (b) Paid over the corresponding membership affiliation fees and levies as prescribed from time to time in terms of Clause 2.3.

##### 2.2.3 Minimum Membership.

- (a) For current membership, no restriction will be placed on the minimum number of affiliated Member Associations which will be affiliated to GNFFA.
- (b) For any new Association applying for membership to GNFFA, its application shall not be governed by a minimum membership of affiliated members, until such time that the need arises to do so.

#### **2.2.4 Provincial demarcation and/or geographic boundaries**

Member Associations shall not have geographical boundaries that are either in conflict with another Provincial Associations', or with those geographical regions as demarcated by the S.A. Sports Commission's policies and guidelines.

#### **2.2.5 Member resettlement in another Provincial Association's boundaries**

When a member takes up residence in another Provincial Association's boundaries, GNFFA's ruling is that his old (previous) Provincial Association may still opt to select such member to represent it in competitive context for a period of up to two years, subject to the following:

- a. All inter-Association consultations, negotiations and agreements shall be documented, with a written copy referred to the GNFFA Secretary as proof of mutual agreement by both the Provincial Associations.
- b. If the member is interested to continue representing his old Provincial Association in competitive context during this two year period, he may be a club member at both of the Associations (old, and new), BUT his affiliation to GNFFA must be recorded against the new Provincial Association's affiliation list.
- c. The member has to participate in both (old, and new) Associations' league systems if he wants to remain in contention for selection at the old Provincial Association, whilst simultaneously starting to build a points profile for future selection in the new Provincial Association.
- d. To be considered for team selection in his old Provincial Association, he will have to submit a nomination form to his old Provincial Association to be eligible for selection to their representative teams.
- e. As soon as the member's points profile qualifies him to become eligible for selection to the new Provincial Association's representative teams, he shall furnish a nomination form to the new Provincial Association as indication of his availability to represent the new Provincial Association. In events like these, the new Provincial Association shall have preference in the matter of the member's selection.
- f. Both Provincial Associations (old and new) should reach proper agreement in advance on matters regarding representation and team selection.

### **2.3 ANNUAL AFFILIATION FEES**

Member Associations and individual members shall pay an annual affiliation fee.

2.3.1 Annual affiliation fees for Member Associations are reviewed during the Annual General Meeting (AGM) as scheduled for March every year.

2.3.2 The Association's financial year effectively starts on the first day of March, and ends on the last day of February the following year.

2.3.3 Each Member Association's affiliation fees for the following year's participation is payable on, or before, the last day of February each year.

2.3.4 The Secretary of each Member Association or individual members shall pay over their respective affiliation's annual affiliation fees to the GNFFA Secretary, accompanied by a membership list, divided into the respective divisions (e.g. Senior, Ladies or Junior) reflecting each member's:

Surname  
Initials  
ID number  
Current age for that specific year  
Residential and  
Postal address

2.3.5 Any Member Association which fails to timeously pay the fees as stipulated in Clause 2.3.1 will forfeit its right to vote at the AGM or any other general meeting

and such a member will not be able to lay claim to the rights and privileges of membership of the Association.

- 2.3.6 If a Member Association who is in arrears with the payment of its affiliation fees, or any other fees, and has not paid its annual affiliation fees within thirty days after the due date as indicated by the First Affiliation Renewal Notice, the Secretary shall notify such Member Association by means of a Final Affiliation Notice, calling for such payment before a specified date.
- 2.3.7 Any Member province who fails to pay its annual affiliation fees within thirty days from the postal date of the Final Affiliation Renewal Notice as sent out by the Secretary, shall, in addition to any other penalties imposed for such infringement in terms of the Constitution, be liable to have its membership to the Association suspended, or cancelled, as may deemed fit. Such Members (or their individual members) shall not be able to lay claim to any rights to, or privileges for membership to the Association.

#### **2.4 AFFILIATION CARDS**

Each affiliated member of an affiliated member association will receive an affiliation card on paying their yearly affiliation fee. All anglers will have to produce these cards at every league event that they enter.

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## Chapter 3

### Gauteng North Fly Fishing Association Operational Guidelines

#### 3.1 GNFFA MEETINGS AND FORUMS

##### 3.1.1 GNFFA ANNUAL GENERAL MEETING

###### 3.1.1.1 PRE - AGM CORRESPONDENCE

- a. The Annual General Meeting (AGM) shall be held during March of each year.
- b. The Executive Committee shall decide on the date, venue and time to host an AGM.
- c. The Secretary shall communicate the due Notice of AGM details to all the Executive members and Member Associations at least three (3) calendar months prior to the date of the meeting.
- d. The First Notification of the AGM as sent out by the Secretary shall comprise:
  - (i) Full detail pertaining to the AGM's date, venue and time
  - (ii) An invitation to Member Associations to submit comments, proposals, complaints and/or nominations to the Secretary for distribution to GNFFA and its Executive, as well as its Member Associations. Any Member wishing to place a/any matter on the agenda shall forward it to the Secretary in writing to reach him/her 45 calendar days before the AGM's destined date.
- e. The Secretary shall distribute the Final Notification of the AGM to all the GNFFA Executive members and Member Association's representatives early enough to allow fourteen (14) calendar days for all member bodies to study the agenda and proposed motions, in order to prepare a response to these issues for AGM discussion, decision making or voting. The fourteen (14) calendar days referred to shall exclude the day on which notice was posted and exclude the day of the meeting.
- f. The Final Notification of such Annual General Meeting shall comprise an agenda for the AGM, accompanied by a copy of the previous year's AGM minutes, each written motion submitted for placement on the agenda, the names of persons and the respective portfolios for which they have been nominated, as well as any annual reports ready for circulation at the time of the final notification.
- g. Before commencement of the AGM, copies of all the respective Executive member's and/or appointed sub committee's reporting shall be issued to all the Members present to supplement the aforementioned documentation.

###### 3.1.1.2 REPRESENTATION AT THE AGM.

Representation at Annual General Meeting shall comprise the elected members of the Executive Committee as well as a delegate from each of the Member Associations. Although honorary, associative or guest members may attend as observers, they shall not have any voting privileges, but may have limited participation during discussions. Guest members, when formally invited, may be called upon by the Executive to supply information on a topic tabled for discussion.

Representation at the AGM shall amount to:

Executive Committee, comprising:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Public Relations Officer
- (vi) Records Officer
- (vii) Tournaments Co-ordination Officer
- (viii) Development Officer (Seniors, Ladies, Juniors)
- (ix) Special Representatives as required

A delegate from each of the affiliated Member Associations.

#### **3.1.1.3 PRE REQUISITES FOR REPRESENTATION.**

a. Before commencement of the AGM, each Member Association shall submit to the Secretary a letter of accreditation stipulating that Member Association's:

- (i) Postal details
- (ii) Personal contact details for its  
Chairman / President  
Secretary

b. Any Member Association who has failed to pay its affiliation fee renewal for the ensuing year by the due date, and according to the requirements of Clause 2.3 – Annual Affiliation Fees, shall not be allowed to take part in the AGM.

c. Should any Member Association be unable to represent its Membership by a delegate from its own Association at the AGM, it may appoint, in writing to the Secretary, an individual from another Member Association present at the AGM to represent it as delegate on their behalf, save and except that no individual member may act as proxy for more than one other Member Association.

#### **3.1.1.4 MEMBER ASSOCIATION REPRESENTATION**

Each accredited Member Association is entitled to one delegate to represent its Association at the Annual General Meeting (AGM).

#### **3.1.1.5 THE AGENDA.**

(a) The Agenda of any Annual General Meeting shall state the scheduled points of discussion to be addressed during the meeting, and copies thereof, as well as the preceding Annual General Meeting's minutes, shall be available before the AGM, notwithstanding the fact that these documents should have been sent out to Member provinces by the Secretary at least one month prior to the AGM.

(b) The activities to be executed during an Annual General Meeting shall be as follows and shall preferably be conducted in the following chronological order:

- (i) Chairman's Welcome
- (ii) Confirmation of Attendance
- (iii) Confirmation of Apologies
- (iv) Confirmation of the preceding AGM's minutes.
- (v) Matters arising from the previous AGM's minutes.
- (vi) Notice of correspondence received
- (vii) Finalization of the agenda
- (viii) President's Annual Report.
- (ix) Treasurer's Report

- a. Discussion and adoption thereof, with or without modification
- b. Review of annual affiliation fees
- (x) Record Officer's Report, discussion and adoption thereof, with or without modification.
- (xi) Public Relations Officer's Report
- (xii) Development Officer's Report (Seniors, Ladies, Juniors)
- (xiii) Motions to Amend the Constitution
- (xiv) Discussion of, or voting on any special issues, on condition that notice of such issues was distributed to Members provinces at least fourteen (14) days before the date of the Annual General Meeting.
- (xv) Election of the following for the ensuing year:
  - a. The Executive Committee (Clause 4.2)
  - b. Selection Committee (Appendix C - C.1)
  - b. Special representatives as may be envisaged
- (xvi) General points of discussion.
- (xvii) Confirmation of the League and Inter - Provincial venues for the ensuing year.
- (xviii) Adjournment/Closure of the Meeting.

#### **3.1.1.6 QUORUM DETAILS**

- a. Fifty one percent (51%) of all persons entitled to vote at the AGM shall constitute a quorum for such meeting.
- b. No business listed on the agenda shall be transacted unless a quorum is present.
- c. If no quorum is present within one (1) hour from the scheduled starting time appointed for the AGM, such meeting shall be rescheduled as decided, or to another day, time and place that the Executive Committee may determine.
- d. If a quorum is not present within thirty minutes of the appointed time for an adjourned AGM as described in Para 3.1.1.9, the Member delegates present and entitled to vote shall constitute a quorum.

#### **3.1.1.7 VOTING RIGHTS**

For purposes of voting during the AGM:

- a. The outcome of any voting issue shall be determined by the sentiments as expressed by the delegate of each of the affiliated Member Associations.
- b. No member of the retiring Executive Committee shall have any vote by virtue of their elected portfolios, except if they are the accredited delegate of an affiliated Member Association, for which they qualify to have full voting rights.
- c. Notwithstanding the provisions of Para 3.1.1.8(d) the President shall have a casting vote only.

#### **3.1.1.8 ELECTION PROCEDURES**

For election purposes, no nominations shall be tabled on the day of the AGM, and therefore the following procedures shall apply:

##### **(a) NOMINATIONS FOR PORTFOLIOS**

- (i) Executive members shall declare their availability for re-election to the Secretary after the 'Notice of AGM' to feature in the agenda of the 'Final Notification of AGM'.
- (ii) Member Associations shall nominate in writing to the Secretary the name(s) of member(s) they would like to propose for any specific portfolio's election in response to

the Secretary's 'Notice of AGM', in order for these nominations to feature in the agenda of the 'Final Notification of AGM'.

- (iii) The Final AGM notification (Agenda) as sent out by the Secretary shall reflect all the relevant portfolios and nominations therefore as submitted by Member Associations.

**(b) ELECTION OF EXECUTIVE COMMITTEE MEMBERS**

- (i) The election of Executive Committee members shall be by show of hands or by way of secret ballot.
- (ii) The nominee with the most number of votes cast for a specific portfolio shall be declared duly elected.
- (iii) The office term of Executive Committee members shall become effective from the close of meeting at which they have been elected.
- (iv) Executive Committee members elected shall remain in office until the following AGM, unless such member passes away, resigns, or is removed from Office. In such an event, a member may be co-opted by the Executive Committee to fill such vacancy until election at the next AGM.

**(c) MOTIONS PUT TO THE VOTE**

- (i) Only delegates of Member Associations are allowed to vote
- (ii) Any motion put to the vote at any AGM shall be decided upon by a show of hands by the delegates of Member Associations, unless a secret ballot is requested for by at least ten percent (10%) of all persons present and entitled to vote at such a meeting.
- (ii) Any motion for which a secret ballot is requested for shall be tested by a show of hands before voting thereon commences.
- (iii) Where a show of hands indicate that a secret ballot is required, the President shall make a declaration that the motion has had enough support to justify a secret ballot, and the rest of the membership shall abide by this decision. If the request for a secret ballot does not get enough support, the President shall make a declaration on this outcome, and those members that have submitted the request shall abide by the majority opinion of the meeting.

**(d) CASTING VOTE**

In the event of equality of votes, whether by show of hands or a secret ballot, the President shall be entitled to express a casting vote.

**3.1.1.9 ADJOURNMENT OF AN AGM**

- (a) The President shall, if directed to do so by a properly constituted AGM, adjourn the meeting to a place and time as determined by the delegates present at the meeting.
- (b) At such adjourned AGM, no additional business shall be transacted other than unfinished business as scheduled for the previous meeting that was adjourned.
- (c) Only in the event of an AGM being adjourned for a period of thirty-(30) days or more, shall notice of the adjourned meeting be required as for in the case of the original AGM.



### **3.1.2 SPECIAL GENERAL MEETING**

- a. A Special General Meeting shall be convened by the Executive Committee at its discretion for any matter of urgency, or on requisition by a resolution of at least three Member Associations. The requisition shall be submitted in writing, clearly stipulating any objections, proposals or aims for such meeting.
- b. The notification of a Special General Meeting shall be sent out by the Secretary early enough to allow for Member Associations to have at least twenty one (21) calendar days available to study the contents of the notice.
- c. The same rules governing the procedure at an AGM shall apply mutatis mutandis to Special General Meetings, save and except that the business of the meeting shall be confined to the item(s) or subject(s) as set out in the agenda.

## **3.2 CONSTITUTIONAL MATTERS**

### **3.2.1 AMENDMENTS TO THE CONSTITUTION**

- a. The Constitution, and any regulation promulgated in terms thereof, shall not be amended, added to, or rescinded except at either an Annual General Meeting, or a Special General Meeting scheduled specifically for such purpose, where the intentions, and the specific points to be amended in the Constitution, have been distributed to Member Associations in advance as discussion points on a formal agenda.
- b. Any written motion to amend, rescind or add to the Constitution or any regulation promulgated in terms thereof, must be submitted by the proposing Member Associations to the GNFFA Secretary at least forty five (45) calendar days prior to the date set for the Annual General Meeting.
- c. The Secretary shall distribute the agenda of either the AGM, or the Special General Meeting, to allow at least fourteen (14) calendar days for all Member Associations and Executive Officials to study its points for discussion, of which the intended amendment, rescission or addition would feature on the agenda.
- d. For any amendment, rescission or addition to this constitution to be adopted, it shall require a two-thirds support of the voting rights of those delegates present and entitled to vote at the meeting concerned.

### **3.2.2 CONSTITUTIONS OF MEMBER ASSOCIATIONS**

- a. Affiliated Member Associations shall have the power to adopt their own Constitutions subject to the provisions that such constitution be submitted to the Executive Committee for approval before it could be adopted.
- b. If the said constitution conflicts with the aims and objectives of the GNFFA Constitution, the affiliate shall be notified in writing of such conflict, and such affiliate shall not adopt such constitution unless the sources of conflict have been removed.

## **3.3 DISSOLUTION OF GNFFA**

- a. GNFFA shall be dissolved at a Special General Meeting called for this purpose by a two-thirds majority of those present and voting.
- b. Upon dissolution, the assets of GNFFA shall not be payable to, or be devisable amongst the Member Associations or their individual members, but shall be paid or transferred to any other Association or Body having similar aims and objectives, or alternatively, to any duly registered welfare organization to the discretion of the Meeting.

### **3.4 DISPUTE AND RESOLUTION CLAUSE**

Should any dispute arise:

Out of, or in connection with the enforceability of this Constitution, or  
The application, and the interpretation of the provisions thereof, or  
Any dispute between any affiliated members of GNFFA or the Official Governing Body of  
the time,

it shall be referred to the Arbitration Foundation of South Africa (AFSA) for resolution through mediation, or expedited arbitration, in terms of the Rules and Procedures for the Resolution of Disputes in Sport prevailing at the time such dispute is so referred.

In the event of arbitration in terms of the afore-going, such resolution shall be final and binding on the parties to the dispute.

**Chapter 4**  
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## Chapter 4

### Executive Committee Operational Guidelines

#### 4.1 OBJECTIVES OF EXECUTIVE COMMITTEE MEETINGS

The aim of any Executive Committee Meeting is to continuously:

- a. Manage all affairs of Fly Fishing on behalf of GNFFA and its Member Associations according to the stipulations of the GNFFA Constitution, and the mandate as supplied at any given time by the Member Associations.
- b. Review Fly Fishing's aims and objectives
- c. Review the impact of Fly Fishing against the expected River and Still Water Conservation criteria and public perception thereof.
- d. Review Fly Fishing's autonomous status and recognition with Provincial and National Control Bodies' requirements i.e. Provincial Associations, the South African Fly Fishing Association (SAFFA), etc.
- e. Pro-actively participate and promote Fly Fishing's interests at Associative Sport level, as well as amongst the different facets of angling, and where possible, to take a leading role in any affairs beneficial to Fly Fishing.

#### 4.2 COMPOSITION OF THE EXECUTIVE COMMITTEE

An Executive Committee can only be elected at an Annual General Meeting, and shall comprise the following portfolios:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Public Relations Officer
- (vi) Records Officer
- (vii) Tournaments Co-ordination Officer
- (viii) Development Officer (Seniors, Ladies, Juniors)

#### 4.3 GUIDELINES FOR ELECTING MEMBERS TO THE EXECUTIVE COMMITTEE.

- a. The election of Executive members shall be by way of secret ballot.
- b. An existing portfolio holder available for a successive year of office shall notify the Secretary at least forty-five- (45) calendar days before the AGM date in writing about his/her availability for re-election.
- c. For any new election nominees, the nominee shall have been nominated in writing at least forty five (45) calendar days before the AGM date by his own or any other Member Association for a specific portfolio (Refer to Clause 3.1.1.8a). If no nominations for a particular portfolio have been received by the cut-off date, and with the previous portfolio holder not availing him/herself for re-election, this shall be reflected on the Final AGM Notification sent out to all the Member provinces. In such a case, exception shall be allowed to nominate individuals from the floor for that specific portfolio(s), provided that a letter from the nominated person be handed in, stating his willingness to serve for that portfolio.
- d. The nominee receiving the most number of votes cast for a specific portfolio shall be declared duly elected for that portfolio.
- e. The appointment of Executive members becomes effective as from the close of the AGM at which they have been elected.
- f. Committee members elected shall remain in office until GNFFA's following AGM, unless such member passes away, resigns, or is removed from Office. In such a case, a member may be co-opted by the Executive Committee to fill such vacancy until the next AGM's election.

- g. No Member Association shall have on the Executive Committee more than one of its individual members, excluding however, the portfolios of Secretary and Treasurer. If however this could lead to a vacancy in a particular portfolio, exception shall be allowed to nominate individuals from the same Member Association.

#### **4.4 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE.**

- 4.4.1 The Executive Committee, duly elected by the membership of GNFFA, shall have a mandate to act on behalf of GNFFA for the duration of their elected portfolio.
- 4.4.2 The Executive Committee may exercise all such powers as are allowed within the constraints of the Constitution.
- 4.4.3 The Executive Committee shall, unless a General Meeting is in session, represent and act on behalf of GNFFA in all matters and purposes, and inter alia, for executing the following:
  - (a) Hold in trusts all assets and property of GNFFA.
  - (b) Schedule fixtures for the AGM and any Executive Committee Meetings.
  - (c) Adjudicate upon all matters referred to it for decision, interpretation or application of:
    - i. The Constitution
    - ii. Rules encompassed in the Association's operations
    - iii. Resolutions passed at AGM's, Special General Meetings or Executive Committee Meetings
    - iv. Take disciplinary action, as may at times be required or desirable, against any Member Association or any such individual member thereof
    - v. Pass judgment or inflict penalties as deemed proper, for any breach of the Constitution, any rules or regulations annexed to it, or any offence against the traditions or objectives of GNFFA that may tarnish the GNFFA's image or status.

**NOTE:**

The Committee's decision in respect of paragraphs (i) to (v) above shall be final and binding, and the Committee shall not be obliged to give reasons for its decision.

- (d) Transact all such business, as well as acts and things not inconsistent with the Constitution, as may be necessary or expedient in the Executive Committee's opinion for the proper conduct and management of the business and affairs of GNFFA, or to achieve the envisaged objectives.
- (e) Appoint any sub committee(s) to further the aims and objectives of, and /or to assist GNFFA in its activities, and to bestow on such sub committees the necessary functions and powers to execute the tasks (f) Fill any vacancy that may occur on the Committee. In such a case, a member may be co-opted by the Executive Committee to fill such vacancy until elections at the next AGM.

#### **4.5 EXECUTIVE COMMITTEE MEETING GUIDE LINES**

##### **4.5.1 SCHEDULING OF EXECUTIVE COMMITTEE MEETINGS**

- (a) The President may call for an Executive Committee meeting if the reason(s) for his/her, or any Council member's request for such is valid enough to justify the time, effort and expenses therefore.
- (b) The Executive Committee shall also meet at least four times a year.

#### **4.5.2 PRE-EXECUTIVE COMMITTEE MEETING CORRESPONDENCE**

##### **(a) Unscheduled Meetings**

If the need for an Executive Committee meeting arises, the Secretary shall notify all the members of the Executive Committee by means of a written agenda about the meeting's provisional details, which are:

The meetings intended date, time and venue

The reason(s) necessitating the meeting.

##### **(b) Scheduled Meetings**

For scheduled Executive Committee meetings, the Secretary shall send out a provisional agenda to the members of the Executive Committee or any related Officials at least thirty- (30) calendar days in advance. Where an Executive Committee meeting is scheduled to take place before a GNFFA AGM, the agenda for this meeting shall be sent out to all the Executive Committee members and/or related Officials when the final AGM notification is posted to Member provinces.

#### **4.5.3. QUORUM DETAILS**

Fifty-one (51%) per cent of the members shall constitute a quorum for any meeting of the Executive Committee.

#### **4.5.4 VOTING DETAILS.**

- (a) Voting at Executive Committee meetings shall be decided on a show of hands.
- (b) Issues listed for decision-making, or any matter arising during the course of an Executive Committee meeting shall be decided on by a majority of votes.
- (c) In the case of an equality of votes the President of the meeting shall have a second, or casting vote, provided he has exercised his deliberative vote.

#### **4.6 GENERAL EXECUTIVE COMMITTEE MANAGEMENT POLICY**

##### **4.6.1. CHAIRMANSHIP**

- (a) The President, or in his absence, the Vice President, shall at all times act as Chairperson for all meetings of the Executive Committee.
- (b) If neither of these Presidents are present at any such meeting and at the time appointed therefore, and where due apologies have been given to the rest of the meeting, the other members of the Executive Committee shall co-opt from the Executive members present a member to chair the meeting.

##### **4.6.2. FINANCIAL MANAGEMENT**

- (a) GNFFA shall conduct all of its financial transactions with a recognized banking institution deemed fit by the Executive Committee. Any investments shall also be done with an institution as approved by a resolution taken at an AGM or by the Executive Committee.
- (b) All monies received on behalf of GNFFA shall be for the account of the Association, and must forthwith be deposited into GNFFA's account as credit to the Association. All funds received by GNFFA shall be utilized to achieve the aims and objectives of the Association.
- (c) Due acknowledgement of all payments made to GNFFA shall be given by officially issuing receipts on behalf of the Association for such payments. Should any income be submitted at/during a meeting, the transaction details shall be entered into a carbon copy receipt book. The original copy of entry shall first be handed to the Secretary for entry into the minutes, before being issued to the party that made the payment.
- (d) All payments from GNFFA's account shall be made by electronic transfer or cheque, co-signed by the Treasurer and either the President or the Secretary.

- (e) All cheques earmarked for deposit into GNFFA's account shall be endorsed by the Treasurer.
- (f) All income and expenditure transactions shall be entered in a regulation finance book/s or ledger/s by the Treasurer, and such prescribed book/s shall be kept up to date and available for inspection at any given meeting.
- (g) A duly audited financial statement shall be submitted by the Treasurer to the Secretary at least three (3) weeks prior to the Annual General Meeting.
- (h) No expenditure on behalf of GNFFA or its Executive Committee members by any individual is allowed without prior approval of the Executive Committee.
- (i) No Executive Committee member may commit GNFFA to any expenditure without prior Executive Committee approval.
- (i) The Treasurer shall allow petty cash to the amount of R500-00 for utilization on minor administration expenses. He/she shall keep record of all expenditure in this respect.
- (j) GNFFA's financial year ends on the last day of February each year, and for audit purposes the financial documentation shall be closed off on this same date. The new financial year starts on the first day of March each year.
- (l) Authorized expenses for travelling, accommodation, meals and/or team expenses as incurred by GNFFA's Provincial Teams shall be borne by GNFFA Provincial Teams in accordance with policy guidelines pertaining to expenses, and such expenditure shall be tabled in detail for annual approval by the membership at the next AGM.

#### **4.6.3 DELEGATION OF POWERS**

- (a) The Executive Committee may delegate any of its powers to sub committees comprising such Member Associations or Executive Committee members, as it deems fit.
- (b) Any sub committee appointed shall exercise of the powers duly delegated in accordance with instructions given and/or restrictions imposed on it by the Executive Committee.

#### **4.6.4 INSTRUCTIONS TO COMMITTEES**

- (a) Any of the sub committees/work groups appointed at an AGM or Special General Meeting, or by the Executive Committee, shall have the power to carry out such duties as the Executive Committee may deem to be in the interest of GNFFA, and which are within the framework and intentions for which the sub committee/work group was established.
- (b) All such matters dealt with by such committees shall be referred back to the Executive Committee for approval and/or endorsement. The Executive Committee shall not be bound by the decisions of such sub committees, but may accept, reject or alter the recommendations and/or decisions of such committees.

#### **4.6.5 DECISIONS BINDING**

All lawful resolutions of the Executive Committee shall be binding on all Member Associations until revoked or rescinded at an AGM or Special General Meeting.

#### **4.6.6 DISCIPLINARY POWERS**

The Executive Committee shall have the power to take such steps as it may deem fit against any Member Association, any club thereof, or against any person affiliated to such club, in terms of the Constitution of that club, whose actions, or lack of action, are/is detrimental to the best interest and image of GNFFA.

**4.6.7 INDEMNIFICATION**

The Executive Committee and it's officials are, and shall be indemnified from all losses, charges, costs, damages and all and every other expense and liability they may incur, or be put to concern, in the execution of their respective duties and actions for, and on behalf of GNFFA, it's funds and it's property.

None of these Officials shall be held answerable, or deemed to be in any way responsible for any act or default of the one or other of them, nor for any loss, misfortune or damage which may happen to take place in the execution of their respective portfolios, or as a result thereof, provided however, that any such loss, misfortune or damage was not occasioned by negligence or mala fides.

**4.7 APPENDICES**

The following are attached as Appendices to this Constitution:  
Duties of Executive Committee Members,  
Gauteng North Fly Fishing Association Angling Rules,  
Team Selection System

Any changes to the appendices is not subject to Clause 3.2.1 but must be approved by the Executive Committee at an Executive Committee Meeting. Such changes must be tabled at the next AGM to be incorporated to this Constitution.

Any other changes whatsoever to this Constitution, whether "as is", or to be added to, is subject to Clause 3.2.1 and shall require full compliance to the stipulations of the Constitution in order to be recognized.

**4.8 AUTHORIZATION OF CONSTITUTION**

We, the undersigned, representing the executive committee, and authorized thereto, hereby approve the constitution in its present form as binding on the Gauteng North Fly Fishing Association and its Affiliated Members.

This constitution was adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2009.

**AUTHORIZED**

\_\_\_\_\_  
**President: GNFFA**

\_\_\_\_\_  
**Secretary: GNFFA**