



CONSTITUTION OF THE WESTERN PROVINCE BIATHLON ASSOCIATION

1. NAME

The name of the association shall be the WESTERN PROVINCE BIATHLON ASSOCIATION (W.P.B.A). The W.P.B.A. shall be affiliated to the SOUTH AFRICAN BIATHLON ASSOCIATION (S.A.B.A) and shall operate within the rules of the S.A.B.A.

2. HEADQUARTERS

The headquarters of the W.P.B.A. shall be Cape Town.

3. OBJECTIVES

The objectives of the W.P.B.A. shall be:

- 3.1 To promote and encourage among its members by any affordable means and according to the rules as laid down by the S.A.B.A. the standard of, proficiency in, and enthusiasm for the sport of Biathlon.
- 3.2 To organise any publicity or function and to take any action within the framework of the rules as laid down by the S.A.B.A. that may benefit the W.P.B.A. in any way.
- 3.3 To co-operate and liaise with the S.A.B.A. and other Provinces affiliated to the S.A.B.A. in all matters benefiting the sport of Biathlon.

4. MEMBERSHIP

Membership of the W.P.B.A. shall be open to any person approved under the rules. A member of the W.P.B.A. shall be regarded as being a person in all respects. The W.P.B.A. defers to the Central Committee the right to refuse admission to the W.P.B.A.

There shall be four classes of members:

- 4.1 Life members: Life members will be as defined in these rules.
- 4.2 Senior members: A senior member is a person, sixteen years or older on the thirty-first of August in any year.

- 4.3 Junior members: A junior member is a person under the age of sixteen years on the thirty-first of August in any year.
- 4.4 Associate members: An associate member is a person not defined under 4.2 or 4.3 who wishes to be associated with the W.P.B.A. in an active or non-active capacity.
- 4.5 Honorary members: Someone held in esteem by the W.P.B.A. and can be proposed for, prior to the A.G.M. and voted in by a majority of 75 % of the members present at the A.G.M. Honorary membership to be on a yearly basis.

5. MANAGEMENT

5.1 CENTRAL COMMITTEE

The affairs of the W.P.B.A. shall be managed by a Central Committee, which shall consist of at least:

- 5.1.1 Chairman
- 5.1.2 Vice-Chairman
- 5.1.3 Secretary
- 5.1.4 Treasurer
- 5.1.5 Four or more additional members.

All of the above shall be nominated and elected at the Annual General Meeting of the W.P.B.A. and must become affiliated Associate members.

The Central Committee may, at any time, co-opt additional members to serve on the Central Committee.

Four members shall form a quorum, provided the Chairman or Vice-Chairman is present and the committee shall have the power in the event of a vacancy occurring in the committee, to fill such a vacancy.

In the event of a member of the Central Committee absenting him-/herself from 3 consecutive committee meetings without leave or good reason, he/she shall *ipso facto* cease to be a member of the Central Committee.

5.2 EXECUTIVE COMMITTEE

The executive committee shall comprise the Chairman and/or Vice-Chairman, Secretary and Treasurer.

A husband and wife may not both serve on the Executive Committee during a term of office.

5.3 SELECTION COMMITTEE

The Selection Committee shall be appointed by the Central Committee at its first meeting after the

annual General Meeting. The Selection Committee shall consist of five members:

- 5.3.1 Chairman or Vice-Chairman
- 5.3.2 Two members from the Central Committee
- 5.3.3 Two members not from the Central Committee

6. MEETINGS

6.1 GENERAL MEETINGS

An Annual General Meeting shall be held each year not later than the 30th June.

At least fourteen days notice shall be given of the Annual General Meeting. Such notice shall be in writing and sent to the members via e-mail, facsimile or the postal service.

The business to be transacted at the Annual General Meeting shall be:

- 6.1.1 To present to the members a report on the previous year's activities;
- 6.1.2 To table a report on the financial position for the previous year;
- 6.1.3 To propose additional Life and/or Honorary Members;
- 6.1.4 To attend to any notices of motion;
- 6.1.5 To fix subscriptions for the ensuing year;
- 6.1.6 To elect office bearers for the ensuing year;
- 6.1.7 To discuss general matters if raised.

Special General Meetings may be called by any General Meeting, the Central Committee or by the Secretary on receipt of a request signed by at least six senior or life members of the W.P.B.A., setting forth the objects of requisition.

At least fourteen days notice shall be given for any Special General Meeting.

The business to be transacted at any Special General Meeting shall be only the business specified in the notice of the meeting.

The quorum for any General Meeting shall be twenty members of the W.P.B.A. If, at the advertised time of the meeting, no quorum is present, the meeting shall be adjourned to seven days later when members present shall form a quorum.

6.2 COMMITTEE MEETINGS

- 6.2.1 The Central Committee shall meet formally or informally at least once every two months during the season. In the event of informal meetings taking place, a formal meeting shall occur at least every third month. Accurate minutes of the formal meeting shall be reflected, and in the case of decisions being taken by the informal meeting, shall be ratified and minuted by and at the formal meeting.
- 6.2.2 Accurate financial statements/records shall be tabled at each formal meeting.
- 6.2.3 Newsletters reflecting past results and forthcoming events must be sent to all affiliated members timeously via e-mail, facsimile or the postal service.

- 6.2.4 The Executive Committee shall meet as often as is deemed necessary by the Chairman and any decisions taken will be referred to the Central Committee at the earliest opportunity.

7. VOTING

- 7.1 Life, Senior and associate Members in good standing with the W.P.B.A. shall be able to vote. In the case of Junior Members in good standing with the W.P.B.A., one parent or guardian shall have a vote for each registered Junior Member. The Chairman of any meeting shall have a deliberative and a casting vote.

- 7.2 No proxy votes will be allowed.

8. AWARDING OF COLOURS

- 8.1 To be awarded Western Province Colours, an athlete must represent Western province at the S.A. Championships, thereby earning the right to purchase and wear the Western Province Biathlon tracksuit and compete in the official WP Team vest.

- 8.2 To be awarded a Western Province Merit Award, an athlete must win a medal (i.e. gain first, second or third place) at the S.A. Championships.

- 8.3 An official who has been an official for a minimum period of four years.

- 8.4 A member of the Central Committee who has served on the Central Committee for a period of not less than four years.

9. LIFE MEMBERS

Life members, nominated and seconded only by any Senior Member of five years standing to be accompanied by a citation of services rendered, shall be elected by the Central Committee. A Life Membership shall be conferred only if the candidate obtains seventy-five percent of the votes of those present and voting. Life members shall be limited to ten at any one time and not more than one may be elected in any one year.

10. AGENDA

Any member who wishes any matter to be placed on the agenda for a meeting other than the Annual General Meeting may submit that matter in writing to the Secretary of the W.P.B.A. not less than three days before the meeting. In the case of the Annual General Meeting, the period shall be seven days.

11. FINANCE

- 11.1 The subscriptions, payable annually by each member, shall be fixed at the Annual General Meeting of the W.P.B.A. or at the first Central Committee meeting, which Meeting shall also determine and set the costs for non-competing Associate Members and Entry Fees.

- 11.2 A number or membership card shall be issued to each member only on receipt of his/her subscription.
- 11.3 Any member who has not paid his/her subscription shall not be affiliated to the W.P.B.A. and therefore shall not be allowed to represent Western Province, and shall not be considered to be in good standing with the W.P.B.A. until such subscriptions are paid.
- 11.4 The W.P.B.A. shall maintain a proper set of books. All withdrawals shall be signed by the Treasurer and one other committee member or, in the absence of the Treasurer, by the Chairman and one other Committee Member.
- 11.5 All cash collected from meetings, functions, etc., shall be counted by the Treasurer and one other Committee Member who shall both sign an income statement.
- 11.6 All payments shall be made by Electronic Fund Transfer (EFT).
- 11.7 All year-end financial statements must be audited by an outside auditor appointed by the Committee.

12. SELECTION OF THE WESTERN PROVINCE TEAM

- 12.1 The Selection Committee shall select the team according to the Rules of Selection and their selection will be final and binding and the Chairman of the Selection Committee is not obliged to provide any explanation for such selection, except to the Executive Committee.
- 12.2 The criteria for the selection of a Western Province team to take part in an Inter-Provincial competition must be circulated to all affiliated members.
- 12.3 Trials for the selection of a Western Province Team to take part in an Interprovincial shall be at least fourteen days before that Interprovincial and in the case of the team to compete in a S.A. Championship, shall be at least four weeks.
- 12.3.1 The selection criteria for each season will be set out by the committee before the start of every season and circulated before the start of the season to all members.
- 12.3.2 In the event that more than three athletes in an age group qualify to be considered for the Western Province team at the South African Championships, the first three athletes will be selected on merit and the subsequent athlete(s) will be selected at the discretion of the selection committee. The selection committee's decision will be final.
- 12.4 Exceptions to the above rules may only be made by the full Selection Committee and with the approval of the Executive Committee.

13. WESTERN PROVINCE CHAMPIONSHIPS

Only affiliated Biathletes may take part in the Western Province Championships, but must have competed in at least two Biathlons of which the Western Province Championships can be one, during the current season to qualify for an award.

14. DISCIPLINE

The Central Committee shall exercise, if it deems fit, the power of suspension in the case of serious misconduct. All such suspensions shall be advised to the S.A.B.A.

15. ALTERATIONS IN AND AMENDMENTS TO THE CONSTITUTION

Alterations and Amendments to these rules may be made only at General Meetings. No alteration or amendment to these rules shall be made unless the alteration or amendment has been carried by two thirds of all the members present and voting. At least fourteen days notice of the proposed alteration or amendment shall be given in writing to all members of the W.P.B.A.

14 November 2015