



## *Western Province Black Powder Association*

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# **Western Province Black Powder Association**

## **CONSTITUTION**

### **1. NAME:**

This organisation shall be named the **Western Province Black Powder Association (WPBPA)**, hereafter referred to as “the Association” in this constitution and its rules.

### **2. STATEMENT OF PURPOSE:**

The purpose of this Association shall be to:

- 2.1 Promote the mutual interests of Black Powder Shooting Union (BPSU) affiliated associations and clubs in the Western Province.
- 2.2 Regulate the affairs of Black Powder shooting on provincial level in the Western Province. All clubs will maintain their autonomy in running their internal affairs.
- 2.3 Develop and select Provincial teams to compete in Provincial and National competitions. Establish criteria for the selection of Provincial teams.
- 2.4 Annually /or bi-annually organise a Western Province Black Powder shooting championships.

### **3. MEMBERSHIP**

Membership shall be open to all BPSU affiliated associations and clubs in the Western Province. Each association or club may annually nominate 1 representative per 10 paid up members to serve on the Executive Committee with a maximum of 2 representatives per association or club.

### **4. OFFICERS:**

#### **4.1 Executive Committee:**

- ◇ The Executive Committee will act as the administrative body of the Association and will govern its affairs.
- ◇ The Chairman, Vice-Chairman and Secretary/Treasurer will be elected from the nominated representatives of the Executive Committee at the first meeting of each year and shall serve for two years.
- ◇ The Executive Committee will meet as regularly as is required to conduct the business of the Association and minutes of these meetings will be recorded.

## **4.2 Duties of the Officers:**

### **a. Chairman and / or Vice Chairman:**

- ◇ Ensure committee members have been advised of meetings
- ◇ See that detailed agendas and minutes are prepared
- ◇ Ensure that a quorum is present at meetings
- ◇ Obtain confirmation of the minutes and ratify these by signature
- ◇ Announce business in accordance with the agenda, put motions to the vote and announce the results
- ◇ Conduct Association meetings impartially and preserve order
- ◇ Ensure the objects of the meeting are carried out
- ◇ Formally close the meeting

### **b. The Secretary / Treasurer:**

- ◇ Conducts the correspondence of the Association
- ◇ Sends out notices of meetings with supporting documents
- ◇ Records members' attendance and apologies
- ◇ Records minutes of the proceedings and forwards it to the representatives to give feedback to their respective associations or clubs
- ◇ Be responsible for the collection of membership / club affiliation fees and other amounts due to the WPBPA
- ◇ Keep proper books of accounts of all sums of money received and expended by the WPBPA and in the matters in which the receipt and expenditure took place and of assets and liabilities of the WPBPA
- ◇ Present an income and expenditure statement and balance sheet to the Executive Committee of the WPBPA for their inspection and approval

## **5. FINANCES:**

The financial year of the WPBPA shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

The funds of the WPBPA shall either be deposited in a bank account or invested in a manner approved by the Executive Committee. Authorised expenditure from the general funds of the WPBPA shall be made by electronic funds transfer (EFT), authorised by two persons being, the Chairman, Vice Chairman or Secretary/Treasurer

The club affiliation fees shall be determined and ratified by the Executive Committee WPBPA.

## **6. MEETINGS AND NOTICES:**

- 6.1. An Executive Committee Meeting of the Association will be held annually, with one month's prior notice and a call for agenda items being given to all committee members.
- 6.2. The minutes of previous meetings and the agenda for the upcoming meeting will be circulated electronically to all committee members to arrive not less than a week prior to meetings.
- 6.3. The purpose of the Executive Committee Meeting will be to:
  - a) Confirm the minutes of the previous Executive Meetings.
  - b) Receive the Chairman's report.
  - c) Debate any duly proposed motions.
  - d) Consider any business of which due notice has been given by the Secretary.
  - e) Reconstitute the Executive Committee for the next two years by nomination and election.

## **7. QUORUM:**

At any Executive Committee meeting a quorum will consist of the Chairman or Vice Chairman, Secretary/Treasurer and any other two members of the Committee.

## **8. AMENDMENTS TO THE CONSTITUTION:**

- 8.1 The Constitution must be formally accepted by the participating Western Province Black Powder associations and clubs and amendments to it must be formally ratified by these associations and clubs before it can be implemented.
- 8.2 A proposed amendment to the Constitution, formally endorsed by the signatures of two Executive Committee members and accompanied by a motivation for the amendment, must be submitted in writing to the Secretary, to arrive at least 30 days before any Executive Committee meeting.
- 8.3 The proposed amendment will be circulated to all members of the Association to reach them not less than 14 days before such meeting.

8.4 The proposed amendment will be put to the vote at such meeting and must be accepted by a two-thirds majority vote of the Executive Committee members present or represented by written proxy vote.

**9. ANNUAL PROVINCIAL CHAMPIONSHIPS:**

The Executive Committee will be responsible for organising the event, sending out notices, prepare an operating budget and run the entire event.

**10. GENERAL:**

In any matter where this Constitution is silent or unclear, then the Executive Committee will decide the procedure to be followed by way of majority vote and with reference to the Constitution of the BPSU.

***RULES AND REGULATIONS FOR ORGANISING COMPETITIONS, FOR SAFETY AND FOR ADJUDICATING SCORES AND RESULTS:***

1. The Association elects to adopt the current shooting rules of the BPSU of South Africa, as its rules and regulations for the conduct, safety, organisation, classification, adjudication and scoring of shooting events held under its auspices.
2. These rules and regulations will not form part of this Constitution and can be amended when necessary by the Executive Committee.
3. All shooting events must be compliant with these rules and regulations for the different classes of events.
4. All members must be familiar with these rules and follow them in a spirit of sportsmanship and with integrity.
5. Unless otherwise decided by majority vote of the Executive Committee all WP Black Powder Teams will be selected from a one year database of all official Club, Provincial, National and International shoots preceding the event.
6. Official WP Colours will be awarded by the Executive Committee.