



The Afrikaans version of the new Constitution was approved by Congress in November 2017. Should there be any difference between the content of this copy of the Constitution and the Afrikaans version; the Afrikaans version will be used as the correct version

Internal Rules of the South African Hunters and Game Conservation Association

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CHAPTER 1: DEFINITION OF TERMS, NAME AND STATUS

1. Definition of Terms

“Financial year” refers to the financial accounting period of the Association, which runs from 1 July to 30 June the following year.

“Standing Orders” comprise the Rules, Code of Conduct, Disciplinary Procedure, Branch regulations and policy documents that the Board may approve from time to time.

“Management Report” is the Chief Executive Officer’s report that is submitted to Congress every year, and that includes the activities of the Association during the past financial year.

“Disciplinary Procedure” Comprises the rules and procedures that guide any action against a person that transgresses the Constitution, Internal Rules, Code of Conduct and Policies of the Association.

“Financial Report” is the report of the audited financial statements of the South African Hunters and Game Conservation Association that is submitted to Congress every year.

“Code of Conduct” Describes the behaviour and conduct as included in the Internal Rules that all members are expected to adhere to and which serves as a guideline for disciplinary action.

“Current Legislation” refers to the Firearms Control Act (Act No. 60 of 2000 as amended) and any other relevant legislation (acts, ordinances and regulations) on firearms, nature conservation and hunting.

“Internal Rules” refers to the rules and procedures determined by Congress to execute the provisions of the Constitution and has the same validity as the Constitution.

“Annual General Meeting” is the ordinary meeting of Congress that is held every year. **“Membership fee”** is the amount that a member must pay every year to be a member of the South African Hunters and Game Conservation Association.

“Paid-up member” is a member whose annual membership fee is fully paid-up or a member who has been exempted for whatever reason from payment of membership fees.

“Person” means a natural person.

“President’s Annual Report” is the report that the President submits to Congress every year, and which describes how the Executive Committee interpreted and executed the mission and objectives of the Association as mandated by Congress.

“Professional Hunter” is a person that successfully completed the prescribed training acknowledged by the Association and complies with the statutory requirements; to whom a valid permit as professional hunter has been issued by at least one province; and that applied for and was granted professional hunter status.

“Dedicated Hunter” is a person that successfully completed the prescribed training of the Association or training offered by another organisation that is recognised by the Association; that applied for and received dedicated status; that participates actively in hunting and related activities; and that is a paid-up member of the SA Hunters and Game Conservation Association.

“Dedicated Member” is a member that pays his/her membership fees regularly and participates in the activities of SAHGCA.

“Dedicated Sport Shooter” is a person that successfully completed the prescribed training of the Association or training offered by another organisation that is recognised by the Association; that applied for and received dedicated status; that participates actively in sport shooting activities; and that is a paid-up member of the SA Hunters and Game Conservation Association.

“Joining fee” is the once-off amount that a person pays when joining the Association

“Responsible hunting” represents hunting that adheres to the following norms:

- The firearm that the hunter uses, must be legally owned and suitable for the species to be hunted;
- The hunting methods and techniques used by the hunter, must be legal and appropriate for the terrain and current conditions during the hunt and the species that is hunted;
- The hunter must have respect for the life of the animal by killing it as quickly and effectively as possible;
- The hunter must only kill what he/she can use or what is deemed necessary for conservation and/or game management in general; and
- The hunter must act as the custodian of the environment and his prey as if he/she was personally responsible for the well-being and conservation thereof.

“Association” is the South African Hunters and Game Conservation Association, also known as SA Hunters.

“Absolute majority” means at least fifty percent (50%) plus one (1) of the votes in favour of a decision that requires an absolute majority.

“Legal hunting gear” refers to all legal equipment that can be used in the responsible hunting of game that is not prohibited by law.

2. Validity of the Rules

These Rules have been determined by Congress in terms of Clause 12 of the Constitution of the Association and is obligatory for all members, branches, regions, management structures, and employees of the Association.

3. Logo and Colours

3.1 A Corporate Identity Guideline that describes the logo and colours of the Association and determines the use thereof, will be compiled in consultation with the Heritage Board.

3.2 Amendments to the Corporate Identity Guideline will be submitted to Congress for approval.

CHAPTER 2: MEMBERSHIP AND MEMBERSHIP FEES

4. Joining and Membership

4.1. A person may join the Association as a member in a membership category described in terms of Clause 8 of the Constitution.

5. Termination of Membership

5.1 A person's membership may be terminated as determined in Clause 10 of the Constitution.

6. Membership Fee

6.1. On or before 1 July every year, the Board considers the joining and membership fees and, if necessary, adjusts these fees to coincide with the end of the financial year in accordance with the membership categories described in the Constitution.

6.2 Annual membership is payable on the last day of the month, prior to the month in which the member joined the Association.

7. Honorary Membership

7.1 The Congress may award honorary membership to individuals in terms of Clause 8.4 of the Constitution.

8. Corporate Members

8.1. Organisations and companies may submit written applications for corporate membership for consideration and approval by the Board.

8.2. Corporate members may market their products to members according to the conditions determined by the Board.

8.3. Corporate members may exhibit their products at events hosted by SA Hunters with the permission of and according to the conditions determined by the Board intermittently.

9. Associate Members

9.1. Organisations may submit written application for consideration and approval by the Board to obtain associate membership of the Association if the nature of their activities is in the interest of the hunting, conservation and sport shooting sector.

9.2. Associate members may use the Association's facilities after obtaining permission from the Board and in accordance with conditions determined by the Board.

9.3. The rights, privileges and obligations of associate members are determined according to the agreement between the relevant associate member and the Association.

CHAPTER 3: THE CONGRESS

10. The Congress

10.1 The Congress is convened annually within six months after the end of the Association's financial year, and usually on the first Saturday in November or on another date and time as determined by the Board.

10.2 The Congress is the Annual General Meeting of the Association where matters that are usually dealt with at an annual general meeting are discussed and finalised.

10.3 An Extraordinary Congress may be convened in terms of Clause 13.2 of the Constitution on a date, venue and time determined by the Board, subject to the necessary notification for such an Extraordinary Congress in terms of Rule 10.

11. Notification of the Congress

11.1 The date, venue and time for the Congress must be published in the monthly newsletter and on the website of the Association and sent to Branch chairpersons and regional co-ordinators by e-mail at least ninety (90) days prior to the scheduled date of the Congress. This notice must include the following information:

- 11.1.1 The closing date for submission of any discussion points at the Congress
- 11.1.2 The closing date for submission of nominations for awards made during the Congress
- 11.1.3 The closing date for nominations for the election of board members
- 11.1.4 The closing date for registration of branch delegates to the Congress
- 11.2 The number of delegates that each branch is entitled to, must be distributed by e-mail to all Branch chairpersons at least sixty (60) days before the Congress date.
- 11.3 Complete Congress documentation must be sent by e-mail to all Branch chairpersons at least thirty (30) days before the date of the Congress.
- 11.4 Branch chairpersons must distribute the Congress documentation to the branch delegates within three (3) days after receiving it.
- 11.5 Congress documentation includes:
 - 11.5.1 Agenda of the Congress as determined by the Board and the minutes of the previous Congress;
 - 11.5.2 The President's annual report;
 - 11.5.3 The Chief Executive Officer's management report;
 - 11.5.4 Audited financial statements;
 - 11.5.5 The Audit Committee's report;
 - 11.5.6 Proposed amendments to the Constitution, Rules and Disciplinary Procedures;
 - 11.5.7 Nominations for election of Board members, together with CVs of nominees;
 - 11.5.8 Discussion points submitted by Branches;
 - 11.5.9 Proposed appointment of auditors for the Association;
 - 11.5.10 Any other documentation that might be necessary for decisions taken by Congress.
- 11.6 The documentation must include instructions to Branches regarding the logistical arrangements for the Congress, such as:
 - 11.6.1 Date, time and venue where the Congress is to be held;
 - 11.6.2 The number of delegates that each Branch is entitled to;
 - 11.6.3 Travel and accommodation arrangements for Branch delegations; and
 - 11.6.4 Any other relevant arrangements for participation by Branch delegations.

12.Representation at the Congress

- 12.1 The attendance list for Congress comprises the registered delegates to Congress in terms of Clause 13 of the Constitution, which determines participation in Congress activities, including voting rights.

13.Size and Composition of Branch Delegations

- 13.1 The number of delegates that each Branch may send is determined by the register of paid-up members on 31 August every year.
- 13.2 A Branch delegation comprises representatives of the Branch with the understanding that most of the delegates are members of the Branch management committee.
- 13.3 Clause 13.1 of the Constitution of the Association determines the number of delegates for each Branch.

14. Requirements for Representatives on Branch Management

14.1 Branch representatives must be chosen from the serving members on the Branch management committee on condition that they are paid-up members of the Association.

15. Requirements for “non-management members” of the Branch delegation

15.1 Representatives of the Branch must:

15.1.1 be paid-up members of the Association;

15.1.2 be active members of the Association in terms of the policy that describes active membership;

15.1.3 not be members of the management or any management structure of the Branch or the Association.

16. Procedure for Electing Branch Delegates

16.1 Members of Branch delegations are elected according to the rules of the Branch management.

17. Attendance of Observers at Congress

17.1 Paid-up members of the Association that are not part of the Branch delegation, may attend the Congress as observers on condition that:

17.2 the member applies in writing to the Chief Executive Officers at least thirty (30) days before the Congress to attend as an observer;

17.3 the President of the Association has granted permission;

17.4 the member is responsible for all costs of attending the Congress;

17.5 the member may only observe, cannot vote and may not speak during the Congress.

18. Registration of Branch Delegations

18.1 After the size of the Branch delegation has been determined and the Branch chairperson has been informed thereof, the Branch must send the names and membership numbers of the Branch delegation in writing to the Chief Executive Officer to reach the national office of the Association by 17:00 on the closing date for registration of delegates.

18.2 The Chief Executive Officer must verify that the Branch delegations comply with the conditions in terms of Clause 11 to 14 above. Branch management committees must make corrections if necessary.

18.3 If a chosen delegate, for whatever reason, is unable to attend the Congress, the Branch chairperson must provide the name of an alternate in writing to the Chief Executive Officer at least twenty-four (24) hours before the Congress is due to start.

18.4 The Chief Executive Officer must verify that the appointed alternate meets the conditions in terms of Clause 11 to 14 above, and obtain any corrections from the relevant Branch management committee, if necessary.

19. Determining the Agenda for the Congress

19.1 The Board, after consultation with the National Branch Chairperson’s Forum, decides which items to add the agenda for discussion at the Congress;

19.2 Branches and/or regions may submit items for the agenda by means of discussion points.

20. Discussion points

20.1 Branches and/or regions may submit any matter relating to the direction, management and administration of the Association, including the Constitution, Internal Rules and Disciplinary Procedure as a discussion point for decisions by Congress.

- 20.2 A legitimate discussion point that complies with the condition in Clause 19.1, must be submitted in writing according to the prescribed format, and motivated by the Branch management committee or region, signed by the proposer and a seconder.
- 20.3 A discussion point submitted for consideration and inclusion on the agenda of the Congress, must reach the Chief Executive Officer at least sixty (60) calendar days prior to the Congress.
- 20.4 If a discussion point is not received in the prescribed format, the Chief Executive Officer may request the proposer to revise the format to meet the prescribed requirements.
- 20.5 In this instance, the proposer and the supporter of the discussion point will be granted seven (7) days to rework the information in the correct format and submit it to the Chief Executive Officer.
- 20.6 If the proposer and the seconder fail to comply with the Chief Executive Officer's request to revise the submission, the discussion point would be regarded as withdrawn by the proposer and the seconder.
- 20.7 A member of the Branch delegation or the regional co-ordinator will be granted an opportunity to present and motivate the discussion point at the Congress.
- 20.8 Following the discussion at Congress, the Chairperson will put the proposal or an amendment thereof to Congress to vote either in favour or against it.

21 Operational procedures during Congress

21.1 Chairmanship

- 21.1.1 The President of the Association chairs the Congress and an Extraordinary Congress. In his absence, the Deputy President will chair these meetings. If neither is available, Congress will elect a chairperson from its ranks.
- 21.1.2 The President may appoint a member of the Association to assist him with certain tasks of the chairperson.

21.2 Quorum

- 21.2.1 Attending members at the Congress and at an Extraordinary Congress provide a quorum. However, if less than fifty percent of branches is represented at the Congress or at an Extraordinary Congress where decision should be made regarding amendments of the Constitution and Rules, disposal of fixed assets and dissolution of the Association, the Chairperson may postpone the Congress to another date. In this instance, the conditions for convening an Extraordinary Congress will apply.

21.3 Decision-making

- 21.3.1 Voting rights at the Congress is restricted to registered members of Branch delegations, regional co-ordinators, serving members of the Board, members of the Heritage Board, the Chief Executive Officer and portfolio managers. Each person has one regular vote.
- 21.3.2 The President has a deciding vote if there is a tie.

21.4 Procedure for Resolutions

- 21.4.1 The Procedure for resolutions at Congress or an Extraordinary Congress is as follows:
- On business matters presented through discussion points – a simple majority;
 - On the disposal of fixed assets of the Association - a two-third majority;
 - On the election of officials – an overall majority;

- On admission to the national roll of honour – a simple majority;
- On amendments of internal rules – a simple majority;
- On amendments to the Constitution – a two-third majority;
- On dissolution of the Association - a two-third majority.

21.4.2 The following voting procedures apply at a Congress or an extraordinary Congress;

- On business matters – a show of hands, unless Congress decides otherwise;
- On the disposal of fixed assets of the Association – a show of hands, unless Congress decides otherwise;
- On election of officials – closed voting paper;
- On admission to the national roll of honour – raise of hands;
- On amendment of internal rules – raise of hands;
- On amendments of the Constitution – raise of hands, unless Congress decides otherwise;
- On dissolution of the Association – closed voting paper unless Congress decides otherwise.

21.5 Minutes

21.5.1 The draft minutes of Congress shall be distributed to Branch chairpersons, regional co-ordinators and Board members of the Association within twenty-one (21) days after the Congress.

21.5.2 Branch chairpersons, regional co-ordinators and Board members must submit any proposed amendments in writing to reach the Chief Executive Officer within thirty (30) days after the Congress.

21.5.3 Any written amendments to the minutes received within thirty (30) days after the Congress, shall be presented for approval at the following Congress as the final correct version.

22 Election committee

22.1 During the month prior to the Congress, the Board must appoint an election committee that shall be responsible for the election of Board members, including collecting and counting votes, and announcing the results;

22.2 The election committee comprises five members of which two shall be Branch chairpersons.

22.3 The five members will elect a convenor among themselves.

CHAPTER 4: EXTRAORDINARY CONGRESS

23. Notice of an Extraordinary Congress

23.1 An Extraordinary Congress is convened in terms of Clause 13.2 of the Constitution, which determines that a notice shall be distributed by e-mail twenty-one (21) days before the scheduled meeting to members of the Board, Branch chairpersons and regional co-ordinators, and published on the Association's website.

23.2 The notice must include the reasons for convening an Extraordinary Congress.

23.3 The items for discussion shall be limited to the purpose of the Extraordinary Congress.

23.4 The notice shall include the following information and documentation:

23.4.1 The agenda for the Extraordinary Congress as determined by the Board and the minutes of the previous Congress;

- 23.4.2 The date, time and venue of the Extraordinary Congress;
- 23.4.3 The number of delegates that each Branch is entitled to;
- 23.4.4 The closing date for registration of Branch delegations;
- 23.4.5 Travel and accommodation arrangements for Branch delegations;
- 23.4.6 Any other documents required for decision-making at the Congress.

24 Convening an Extraordinary Congress

- 24.1 When the Board convenes an Extraordinary Congress in terms of Clause 13.2.2.1 of the Constitution, rule 21 above applies to the notice of this Congress.
- 24.2 When most Branches request an Extraordinary Congress in terms of Clause 13.2.2.2 of the Constitution, one of these Branch chairpersons must submit a written request, signed by at least fifty percent plus one (50%+ 1) to the Board. The request must include a motivation for requesting an Extraordinary Congress and the discussion points for the agenda must comply with the requirements of a discussion point.
- 24.3 The Board will issue a notice for an Extraordinary Congress in terms of rule 21 above, within fourteen (14) days after receiving the written request.
- 24.4 When the Congress decides to convene an Extraordinary Congress, the Board shall issue a notice in terms of rule 21 above, within fourteen (14) days after the decision was taken.
- 24.5 The same procedures regarding delegation and functioning of the Congress, apply to an Extraordinary Congress.
- 24.6 An Extraordinary Congress deals exclusively with matters for which it has been convened and that have been included in the agenda.

CHAPTER 5: THE BOARD

25 The Board

25.1 Requirements for Membership

- 25.1.1 Any ordinary member of the Association that is a paid-up member of the Association may be elected as a member of the Board provided that the member has not been declared insolvent; has not been placed under administration, and does not have a criminal record.
- 25.1.2 Candidates for President must have served at least one term as an elected member of the Board at the time of the election.
- 25.1.3 A person that makes himself available for election as a Board member, but who also serves on the management of an organisation or association similar to the South African Hunters and Game Conservation Association, must declare his relationship with the other organisation on the nomination form.
- 25.1.4 A member of a branch management committee that has been elected or co-opted on the Board, must vacate his/her position on the branch management within three months following the election as a Board member or a co-opted member.
- 25.1.5 A person that has been disqualified to be a director of a company in terms of the South African companies act, is not eligible to serve on the Board of the Association.

25.1.6 Any member of the Association whose membership has been suspended by the Board or has been subject to a disciplinary process for fraud, theft, or any financial irregularities and that has been found guilty of any of these complaints, or that has entered into a plea agreement following such a grievance and reprimanded by the Association's disciplinary authority, is not eligible for election as a member of the Board for ten years after the disciplinary process has been concluded.

25.1.7 If a member does not abide by rules 25.1.1 to 25.1.6, the nomination for election as a Board member will be declared invalid.

25.1.8. A member that has been elected on the Board, and during his term as Board member ceases to comply with the requirements in terms of rules 25.1.1., 25.1.3., 25.1.5., en 25.1.6., will forfeit his membership of the Board automatically on the date when he no longer complies with these rules.

25.2 Nomination Procedure

25.2.1 At the end of their term, serving members of the Board are deemed to be nominated for the same position in which they served, if they are eligible for re-election.

25.2.2 Any two or more paid-up members of the Association or a Branch management committee may nominate a member for any position on the Board.

25.2.3 Nominations must be submitted in writing on the official nomination form and signed by the nominator, the seconder and the nominee as described in Annexure A.

25.2.4 A short CV of the candidate that indicates his suitability for the portfolio for which he is being nominated, must be attached to the nomination form.

25.2.5 The Branch management must submit the nomination form to reach the Chief Executive Officer forty-five (45) calendar days prior to the Congress.

25.2.6 The validity of nominations will be assessed. The Chief Executive Officer shall prepare the candidate lists for the election, which must be confirmed by the Election Committee in terms of Rule 22.

25.3 Election Procedure

25.3.1 The names of candidates and the portfolios for which they have been nominated, including the names of current Board members, together with their CVs, form part of the Congress documents that are sent to the Branches.

25.3.2 The Congress elects members of the Board.

25.3.3 The convenor of the Election Committee acts as Chairperson during the election of Board members.

25.3.4 The President is elected first; followed by the election of the Deputy President and the vice presidents.

25.3.5 If only one candidate has been nominated for a portfolio, the Chairperson of the Election Committee will declare the candidate as properly elected.

25.3.6 If more than one person has been nominated for a portfolio, the Chairperson conducts the election according to the conditions of Rules 21.3. and 21.4.

25.4 Meetings

25.4.1 The President is the Chairperson of the Board.

25.4.2 The Board meets at least four times a year.

- 25.4.3 Meetings of the Board take place according to a schedule determined by the Board. The dates are included in the annual programme. Should any of these dates be amended or if additional meetings are convened, Board members shall be consulted by e-mail on a suitable date determined by the President.
- 25.4.4 The agenda for the Board meetings, together with information about the discussion points, shall be distributed to Board members by e-mail five working days prior to the meeting.
- 25.4.5 Members of the Board that wants to add discussion points to the agenda or that want to report back on an instruction given at a previous meeting, must submit a written report or memorandum according to the prescribed format for distribution together with the agenda.
- 25.4.6 A quorum at meetings of the Board is half the members plus one.
- 25.4.7 The minutes of the Board meetings records the decisions taken and the votes in support of and the votes against the decisions. Supporting documents that led to the Board's decisions, are part of the minutes and are attached as Annexures to the minutes and filed for future reference.
- 25.5 Decision-making Procedure
- 25.5.1 If possible, all decisions by the Board are based on consensus. The Chairperson determines when sufficient consensus has been reached.
- 25.5.2 If consensus cannot be reached within a reasonable period, voting will take place.
- 25.5.3 If consensus cannot be reached and the Chairperson is not satisfied that consensus has been achieved, members will vote, and the Chairperson will have a deciding vote.
- 25.6 Discipline and Termination of Membership of the Board
- 25.6.1 When a member of the Board is absent from two subsequent meetings of the Board without a valid reason, the President may use his discretion and ask the member to resign. The member will be obliged to resign.
- 25.6.2 When a member of the Board is no longer competent to serve on the Board or cannot meet his obligations for whatever reason, the Board can ask the member to resign and the member will be obliged to do so.
- 25.6.3 If a member that has been asked to resign, refuses to do so, the Board may suspend his membership if a two-third majority votes in favour of such a suspension. The vacant position must be filled within 30 days by co-opting another member for the remaining term of that portfolio.
- 25.6.4 When disciplinary action is taken against a Board member, the President must inform the regional co-ordinators and Branch chairpersons in time about the circumstances that led to the disciplinary action.
- 25.6.5 Any member of the Board that has been disqualified to be a director of a company in terms of the South African companies act, may not be a member of the Board of the Association. The Board shall suspend his membership at the first meeting after the information has been brought to the Board's attention.
- 25.7 Functions and Responsibilities of Members of the Board
- All members of the Board are responsible to:
- Maintain the highest trust to the Association and its structures
 - Protect the image of the Association

The functional responsibility of the elected members of the Board is described below, but it can be allocated differently by the Board for practical reasons.

25.7.1 The President:

- Is the primary representative of the Association to the public;
- Provides guidance and strategic direction to the Association;
- Provides guidance to the Association about relationship with other organisations;
- Is the chairperson of the Congress, the Board, the Extended Board and the Branch Chairpersons Forum;
- Represents the Associations on important matters;
- Deals with the final appeals process in disciplinary matters;
- Acts as the spokesperson for the Association and delegates that function to other persons that may act or communicate on behalf of the Association.

25.7.2. The Deputy President:

- Supports the President in all matters and act on his behalf during his absence;
- Is the custodian of the Association regarding personnel matters;
- Is the Board's representative on the audit committee;
- Is the custodian and initiator of all constitutional and policy matters of the Association.

25.7.3 The Vice President: Conservation

- Is the custodian of the Association's conservation strategy and policy;
- Is the chairperson of the Conservation Committee and presents the Committee's recommendations to the Board;
- Guides the Association's response on conservation matters;
- In collaboration with the President, is the public spokesperson for the Association on specific conservation matters;
- Guide Branches regarding their conservation responsibilities.

25.7.4 The Vice President: Shooting Affairs

- Is die custodian of the Association on sport shooting, shooting affairs and policy matters;
- Is the chairperson of the Shooting Committee and presents the Committee's recommendations to the Board;
- Make recommendations to the Board regarding the hosting of national shooting events by Branches;
- Guide the acquisition and establishment of shooting ranges for use by members of the Association.

25.7.5 The Vice President: Training

- Is the custodian of the Association regarding the training strategy and policy;
- Is the chairperson of the Training Committee and presents the Committee's recommendations to the Board;
- Makes recommendations to the Board regarding training matters and the development of training programmes.

- Monitors development and revision of training programmes for the Association.

25.7.6 The **Vice President Hunting Affairs**

- Is the custodian for the Association on policies on hunting, hunters and professional hunters;
- Is the chairperson of the Hunting Affairs Committee and presents the Committee's recommendations to the Board;
- Is responsible for identifying trends on hunting matters;
- Introduces actions regarding the availability of hunting opportunities for members of the Association.

CHAPTER 6: THE EXTENDED BOARD

The Extended Board meets twice a year or as often as the Board deems necessary.

26.Meetings of the Extended Board

26.1 The President is the Chairperson of the Extended Board

26.2 Meetings of the Extended Board are held according to a programme determined by the Board and as published in the annual programme. If dates are amended or additional meetings are held, members of the Extended Board are consulted by e-mail for a suitable date to be determined by the President.

26.3 The agenda for the meetings of the Extended Board must be distributed to members by e-mail five working days before the meeting, and must include any supporting documents on topics for discussion.

26.4 Members of the Extended Board that want to add discussion points to the agenda or need to report back on actions emanating from previous meetings, must submit a written report or memorandum according to the prescribed format for distribution with the agenda.

26.5 A quorum at meetings of the Extended Board is half the members plus one.

26.6 The format for the minutes of meetings of the Extended Board will include decisions taken. Matters that were voted on will reflect the opposing viewpoints. Supporting documents of the Extended Board's decisions, form part of the minutes of the meeting and must be filed together for record purposes.

27.Procedures for Decision by the Extended Board

27.1 Where possible, all decisions taken by the Extended Board is based on consensus. The Chairperson will determine when sufficient consensus has been reached.

27.2 If consensus cannot be reached within a reasonable time, the matter will be put to the vote.

27.3 If consensus cannot be reached, or the Chairman believes there is insufficient consensus, the matter will be put to the vote. The Chairperson has a deciding vote.

CHAPTER 7: REGIONS AND REGIONAL CO-ORDINATORS

28.Regions

28.1 Regions must comprise at least three Branches within the geographic region for optimum functionality.

28.2 The purpose of the regions is to co-ordinate activities and promote collaboration among branches in a geographic area.

28.3 The following activities can be co-ordinated in the region for mutual benefit of Branches and members:

- Training activities

- Training for Dedicated Hunter and Sport Shooter Status
- Training for transfer of hunting skills
- Skills training
- Training for range officers
- Training for trophy measurers
- Training of juniors
- Shooting activities
 - Shooting tests for Dedicated Hunters and Dedicated Sport Shooters
 - The President shooting events in the regions
 - The Inter branch shooting competitions in the region
 - Annual activity programme for the region, including all the above-mentioned activities to encourage co-operation among branches and members.
- Co-ordinated use of available facilities such as shooting ranges and training venues

28.4 The Board approves the establishment of a new region on the recommendation of the Manager Branch and Regional Affairs, following consultation with the branches in the region and written recommendations from most Branches in that region.

28.5 The Board approves the name of the region on the recommendation of the Manager Branch and Regional Affairs, following consultation and approval by a majority of Branch chairpersons in the region and the regional co-ordinator.

28.6 The Board approves the dissolution of a region based on the recommendation of the Manager Branch and Regional Affairs, following consultation with and approval by most Branch chairpersons in the region and the regional co-ordinator.

29. Regional Co-ordinators

29.1 A regional co-ordinator is appointed for every region.

29.2 The chairpersons of Branches in the region elect the regional co-ordinator according to the terms in the Rules and under the leadership of the Manager Branch and Regional Affairs.

29.3 The regional co-ordinator in every region is elected for a term of two years and is eligible for re-election.

29.4 Regional co-ordinators are delegates to the Congress and National Branch Chairperson's Forum as stipulated in the Constitution and these Internal Rules of the Association.

29.5 Regional co-ordinators are members of the Extended Board and participate in meetings of the Extended Board.

30. Role and Functions of the Regional Co-ordinator

30.1 Regional co-ordinators are the second level management of the Association and are responsible for:

30.1.1. Co-ordinating and executing the Association's objectives at regional level;

30.1.2. Supporting branch management committees with their tasks and responsibilities;

30.1.3. Liaising with the Board on operational requirements of regions and the branches in the region;

30.1.4. Co-ordinating activities of branches in the region to promote co-operation among branches on, i.e. training and shooting activities;

- 30.1.5 Setting up the annual shooting programme to co-ordinate shooting activities;
 - 30.1.6. Setting up an annual programme to co-ordinate training, as required;
 - 30.1.7. Co-ordinating the use of available facilities such as shooting ranges and training venues in the region;
 - 30.1.8. Co-ordinating liaison with provincial conservation authorities to promote the conservation objectives of the Association and to set up meaningful hunting regulations;
 - 30.1.9. Facilitating communication with branch management committees of every branch in the region on relevant matters emanating from the Extended Board;
 - 30.1.10. Promoting close co-operation with the Manager Branch and Regional Affairs to identify problem areas and assist Branches when needed.
- 30.2 Regional co-ordinators are members of the Extended Board with responsibilities and obligations as described in the Constitution of the Association.

31.Procedure for the Nomination and Election of Regional Co-ordinators

31.1 Criteria for Nomination as Regional Co-ordinator

- 31.1.1. Any ordinary, paid-up member of the Association that has not been declared insolvent, that has not been put under administration, and that does not have a criminal record, is eligible for regional co-ordinator.
- 31.1.2. Any member of the Association that has been charged with fraud, theft, or any financial irregularities and that has been found guilty of any of these complaints, or that has entered into a plea agreement following such a grievance and was reprimanded by the Association's disciplinary authority, is not eligible for election as regional co-ordinator for 10 years after the disciplinary process had been concluded.
- 31.1.3 Candidates for the position of regional co-ordinator must have served at least one term as a Branch chairperson.
- 31.1.4 A person that makes himself available to be elected as a regional co-ordinator is not eligible for the position if he is manager of an organisation or association similar to the South African Hunters and Game Conservation Association, and must declare his membership of the other organisation when accepting a nomination.
- 31.1.5 A regional co-ordinator does not have to vacate a current position on a Branch management committee when elected as regional co-ordinator.
- 31.1.6 Any person that is/has been disqualified to be a director of a company in terms of South Africa's Companies Act, is not eligible for election as a regional co-ordinator.
- 31.1.7 Should a person fail to adhere to the requirements of rules 31.1.2 and 31.1.4, the nomination for election as regional co-ordinator will be declared invalid.
- 31.1.8. If a member that has been elected as regional co-ordinator, fails to meet the requirements stipulated in rules 31.1.2. en 31.1.4. during his term, his position would be cancelled automatically when he no longer complies with these requirements.

31.2 Procedure for Nomination

- 31.2.1 When a position for regional co-ordinator becomes available, the Manager Branch and Member Affairs shall send an invitation by e-mail to Branch chairpersons in the relevant region, calling for nominations to fill the position.

- 31.2.2. A nomination for a person to fill the position for regional co-ordinator must be sent by e-mail to the Manager Branch and Member Affairs within twenty-one days after it was requested.
 - 31.2.3 Any Branch chairperson in the relevant region may submit a nomination by e-mail to the Manager Branch and Regional Affairs.
 - 31.2.4. Any member of the branch management committee that has been authorised by the committee, may nominate a regional co-ordinator.
 - 31.2.5. Nominations must be completed on the official nomination form, signed by the nominator, seconder and the nominee, as described in Annexure A.
 - 31.2.6. A short CV of the candidate to indicate his/her suitability for the position, must be attached to the nomination form.
- 31.3. Election of a Regional Co-ordinator
- 31.3.1. The Manager Branch and Regional Affairs must send a list of properly nominated candidates to branch chairpersons in the region.
 - 31.3.2. Branch chairpersons vote on behalf of the branch for the candidate of their choice and send their votes by e-mail to the Manager Branch and Regional Affairs.
 - 31.3.3. Votes must reach the Manager Branch and Regional Affairs seven (7) days after the date on which he sent the candidate lists to the branches. Votes received after the seven-day period, will not be considered.
 - 31.3.4. The Manager Branch and Regional Affairs must send a notice with the results of the election by e-mail to Branches in the region and introduce the newly elected regional co-ordinators.
 - 31.3.4 If only one candidate has been nominated, the Manager Branch and Regional Affairs must send a notice by e-mail to declare the nominee as properly elected.

CHAPTER 8: THE NATIONAL BRANCH CHAIRPERSON'S FORUM

32. Meetings of the National Branch Chairpersons Forum

- 32.1 The Board convenes the National Branch Chairpersons Forum at least once a year, and additional meetings are held when the Board deems it necessary.
- 32.2 The Board must convene a National Branch Chairpersons Forum if 50% plus one (1) of the branches submit a written request for such a meeting.
- 32.3 The President is the Chairperson of the meeting of the National Chairpersons Forum, or in his absence, the Deputy President. If both are unavailable, the Board appoints a chairperson.
- 32.4. It is compulsory for Branch chairpersons or alternates to attend the National Chairpersons Forum. They are authorised by their branches to attend and act on behalf of the branch.
- 32.5. The Chairperson draws up the agendas for the meetings of the National Branch Chairpersons Forum from written suggestions submitted by Branch chairpersons and regional co-ordinators. Suggestions for agenda items should reach the CEO twenty-one (21) calendar days before the date of the Branch Chairpersons Forum.

32.6. Draft minutes of meetings of the National Chairpersons Forum must be sent to Branch chairpersons within fourteen (14) calendar days after the meeting was held.

CHAPTER 9: BRANCHES

33.Branches

- 33.1 A Branch comprises members of SA Hunters and Game Conservation Association that reside in a specific area or have a specific interest, managed by an elected management committee (aka branch management) that delivers services to members and meets the objectives of the Association.
- 33.2 A Branch is managed independently according to specific guidelines, and reports to the Board annually, as described in the Branch policy.
- 3.3 With the approval of the Board, a Branch may establish a satellite Branch within or outside its geographic area to serve members in remote or peripheral areas, or to initiate the secession of a Branch from a large Branch.
- 33.4 The Branch Policy determines the procedures for establishing Branches and satellite Branches.
- 33.5 Branches must have Branch regulations and internal rules that describe the functions of the Branch in more detail than the Branch Policy, and which expresses the unique nature and character of the Branch.
- 33.6. Branch regulations shall not contradict the conditions of the Constitution of the Association and these Internal Rules.
- 33.7. A copy of the Branch regulations (an amended copy when any changes have been made) must be sent to the National Office for record-keeping purposes.
- 33.8 Branch responsibilities towards the National Office include:
- 33.8.1 Report Branch activities to the National Office quarterly;
- 33.8.2 Submit a monthly Branch newsletter for electronic publication and distribution as determined by the Board;
- 33.8.3 Send approved financial statements that comply with Branch's financial policy and reflect the Branch's financial position to the National Office. (The financial year of the Branches is over the same period as the Association, from 1 July tot 30 June);
- 33.8.4 Send an annual report as approved by the Branch at its AGM, including the names and addresses of the new members of the management committee, to the National Office;
- 33.8.5 Register the Branch delegates that will attend the Congress;
- 33.8.6 Send discussion points according to the prescribed format, for deliberation at the annual Congress;
- 33.8.7 Send nominations for the election of members of the Board, according to the prescribed format;
- 33.8.8 Keep the Branch activity register up to date;
- 33.8.9 Send requests and suggestions for SAHGCA awards, according to the prescribed format;
- 33.8.10. Register the Branch representatives to the NBCF;
- 33.8.11. Send discussion points according to the prescribed format for deliberation at the annual NBCF.
- 33.9 The responsibilities of the National Office towards the Branches include:

- 33.9.1 Managing membership affairs such as recruitment, processing of member applications, membership fees and member registrations, etc;
- 33.9.2 Transferring the portion of branch membership fees to Branches as determined intermittently by the Board;
- 33.9.3 Publishing Branch activities and programmes;
- 33.9.4 Scheduling inter Branch shooting activities and implementing appropriate shooting exercises;
- 33.9.5 Developing training material for all aspects of the Association's training programme and facilitating training by Branches;
- 33.9.6 Ensuring standardised training programmes among Branches, where possible;
- 33.9.7 Keeping records of training offered by Branches and members' reports for maintaining status as dedicated hunters, dedicated sport shooters and professional hunters as required by the Firearms Control Act (Act. 60 of 2000).
- 33.10 The Association has various policy documents that determine the functioning of Branches, including the election of Branch management committees, management meetings, finances, training, shooting days, etc.

34. Actions by the Board to deal with problems at Branches:

- 34.1 If a Branch fails to hand in the required financial statements within thirty (30) days after the date as the policy requires, the Board must investigate and decide on appropriate action that could include the following, but is not restricted to:
- Placing the Branch under curatorship of the Board;
 - Closing the Branch's bank account and taking control of the Branch's income and expenses;
 - Suspending the services of members of the Branch management, or the entire Branch management;
 - Implementing disciplinary steps against members of the Branch management or the entire Branch management;
 - Instructing the election of a new Branch management;
 - Crediting any amount, part payment or in full, to the Branch in the Associations account;
 - Dissolving the Branch and transferring members to other Branches.
- 34.2 A Branch management may request the regional co-ordinator and thereafter the Chief Executive Officer to assist the Branch with a particularly situation or problem;
- 34.3 the Chief Executive Officer is authorised to initiate a process to resolve problems or quarrels at a Branch when it is apparent that the Branch management is unable to do so or fail to manage the Branch effectively;
- 34.4 the Chief Executive Officer must bring problems at Branches that he cannot resolve, to the attention of the Board;
- 34.5 the Board will determine a strategy to deal with problems after consideration of the circumstances.

35. Election of a Member of the Branch Management

- 35.1. Any member of the Association that has been charged with fraud, theft, or any financial irregularities in terms of the Association's Internal Rules and Disciplinary Procedure and that has been found guilty of any of these charges, or that has entered into a plea agreement following such a grievance and was reprimanded by the

Association's disciplinary authority, is not eligible for election as a member of the Branch management for 10 years after the disciplinary process has been concluded.

- 35.2. Any ordinary, paid-up member of the Association, that has not been declared insolvent, that has not been placed under administration, and that does not have a criminal record, is eligible for election as a member of the Branch management.

CHAPTER 10: TROPHY REGISTRATION AND AWARDS

36. Trophy Registration

- 36.1 The Association offers annual trophy measuring opportunities at local level (branches and regions) in terms of the Association's trophy rules.
- 36.2 The Board will consider and implement amendments of the trophy rules from time to time, on the advice from the Hunting Affairs Committee.

37. Awards

Awards made by the Association are described in a separate document, titled: Policy and Procedures for SA Hunters and Game Conservation Association Awards, which has been adopted by the Board and revised from time to time.

CHAPTER 11: FINANCIAL POLICY AND PROCEDURES

38. Financial Policy and Procedures

Various policy documents adopted by the Board from time to time, determine the Association's financial policy and procedures at national, regional and branch level.

The detailed delegated and decision-making authority that includes signing authority, forms part of a separate section of this policy as approved by the Board.

These are stand-alone documents that are amended intermittently by the Board on advice of the Audit Committee.

39. Audited Annual Financial Statements

- 39.1. The financial statements of the Association are compiled and audited, and presented at the Congress annually, as determined by the rules.
- 39.2. The rules determine that the audited annual financial statements of the Association must be sent to Branch chairpersons prior to the Congress. Branch chairpersons must distribute the financial statements to the Branch delegates that will attend the Congress.
- 39.3 Branch management may present the audited financial statements to members at a Branch meeting.
- 39.4. After the audited financial statements have been sent to Branch chairpersons, the CEO of the Association must notify members by e-mail that the financial statements are available at the Branches for perusal.
- 39.5. Such a notice to members must indicate that any member may have access to the complete annual financial statements and that members' queries about the statements or any related information, will be dealt with by appointment with the Manager Finances and Administration.

CHAPTER 12: DISCIPLINE

40. Discipline

40.1 The Disciplinary Procedure of the Association at national, regional and branch level are determined by the relevant policy document that is agreed on and/or amended by the Congress from time to time.

41. Honorary Code

It is expected of each member of SA Hunters to endorse and adhere to the Honorary Code:

With a deep founded gratitude towards the Supreme Being and Creator of all living things and with an intense appreciation of the universe in its totality, I commit myself as hunter and as member of the South African Hunters and Game Conservation Association to:

- respect all the written and unwritten hunting laws and directives and not to remove anything from nature to which I am not entitled to;
- hunt with compassion and to only remove from nature what I can use;
- actively conserve the fauna and flora, soil and water, and the life that they represent with love and respect;
- use my firearm skilfully and with good judgement and respect for life;
- hunt with humbleness, respect my fellow hunter and to promote hunting in general.

42. Code of Conduct and Rules

It is expected of members to endorse, accept and maintain the following Code of Conduct:

- 42.1 Adhere to the conditions of all international, national and provincial laws and regulations in any of the provinces of the Republic of South Africa and elsewhere that relate to the control and regulation of hunting, fauna and flora, conservation, the environment, and firearm ownership.
- 42.2 Obey the laws and regulations pertaining to the hunting industry, conservation and the environment.
- 42.3 Adhere to the conditions of legislation, regulations or ordinances for the hunting, capturing, owning or using of any listed threatened and/or protected species.
- 42.4 Only hunt or utilise listed threatened and protected species if in possession of the required permits and licences, and to hunt and utilise in the most responsible manner as circumstances allow and according to the relevant regulations.
- 42.5 Always handle firearms in a manner that other people can see that they are safe, without having to ask about it.
- 42.6. Never aim a firearm at another person unless there are legal grounds for doing so.
- 42.7. Never fire a shot without making sure that it is safe to shoot.
- 42.8. Never fire a shot without knowing exactly what you are shooting at.
- 42.9. Strictly adhere to all conditions in terms of the Firearms Control Act, Act 60 of 2000 and its regulations, especially regarding the safe keeping, use and transport of firearms.
- 42.10. Do not use a hunting rifle or any other weapon to deliberately threaten a person or property unless there are legal grounds to do so.
- 42.11. Do not attempt to participate in any hunting or shooting exercises or competitions when under the influence of alcohol or other substances that have a narcotic effect.

- 42.12. Do not act in conflict with any stipulations of the Constitution and Internal Rules, this Code of Conduct, policies or any other rules that had been formulated in terms of the Constitution of the Association.
- 42.13. Respect the property and status of the Association and any interested party in the wildlife and hunting sector, and do not act unlawfully by taking possession of or wilfully damage the property of others.
- 42.14. Do not take part in corruption or any other dishonest behaviour regarding the activities and interest of the Association.
- 42.15. Do not make any false statements in writing or to another person regarding the activities or interests of the Association.
- 42.16. Do not supply or sell badges, logos, clothing or other branded membership items (excluding marketing material) of the Association to non-members or to members that do not qualify for it, whether it is temporary or permanently.
- 42.17. Adhere to the written and unwritten rules of farmers and land owners wherever you hunt.
- 42.18. When involved in hunting and sport shooting events, always act in a manner that represents a positive image to the public or other persons in the firearm and hunting sector.
- 42.19. Refrain from any behaviour that represents bad sportsmanship or that is shameful or damaging to the image and reputation of the Association.
- 42.20. Never behave in any manner that undermines the authority of range officers and/or range officials at a shooting range.
- 42.21. Apart from what has been specifically described in this code of conduct, do not behave in any manner that the Board might deem to be harmful to the image of the Association and its members, or that can have a negative effect on any of the functions and activities of the Association and the members.
- 42.22. Do not provide incorrect information on any application for membership or the registration for an occasional hunter, sport shooter, dedicated hunter or sport shooter and/or professional hunter.
- 42.23. Professional hunters and game farmers should pledge not to mislead their clients in any way.

CHAPTER 13: AMENDMENTS TO THE CONSTITUTION

43 Procedure for amendments to the Constitution

- 43.1 The Board may propose amendments to the Constitution of the SA Hunters at the Congress.
- 43.2 The proposed amendments and a motivation for such amendments, must be distributed to Branches by e-mail at least thirty (30) days before the Congress together with all other documentation as described in Rule 9.3.
- 43.3 The Deputy President or a Board member nominated by the Board will present and motivate the proposed amendments at Congress.
- 43.4 Branches, regions and/or regional co-ordinators may propose amendments to the Congress by following the procedure for submitting discussion points.
- 43.5 The proposed amendments in the format used for discussion points must reach the Chief Executive Officer by e-mail within sixty (60) days before the date of the Congress.

- 43.6 Any proposals for amendments that do not reach the CEO's office before 17:00 at least sixty (60) calendar days before the Congress, will be deemed too late to be presented and considered by Congress.
- 43.7 The proposed amendments will be included in the agenda for the Congress and distributed by e-mail to Branches together with other documentation, as described in Rule 9.3, at least thirty (30) calendar days before the date of the Congress.
- 43.8 The Branch, region and regional co-ordinator that request the proposed changes, will have an opportunity during Congress to present, explain and motivate the proposal.
- 43.9 After sufficient time (according to the Congress Chairperson) has been allowed for debating the proposals, the Congress will take a decision according to Rule 21.4 of these Rules.

44.Special Decisions

- 44.1 Any other special decisions provided for in the Constitution, must be presented to the Congress according to the procedure for amendments to the Constitution, as described above.

CHAPTER 14: SECRETARIAL SERVICES

45 Secretarial services

The National Office is responsible for providing secretarial services to the Congress, the Board, the Extended Board, the National Branch Chairpersons Forum and the Heritage Board.

CHAPTER 5: AMENDMENTS TO THESE RULES

46.Procedure for Amendments to the Rules

- 46.1 The Board may amend these Internal Rules following consultation with the National Branch Chairpersons Forum.
- 46.2 Any such amendments will come into effect immediately following consultation with the National Branch Chairpersons Forum, and presented at the next Congress for ratification.
- 46.3 The Congress may approve amendments to the Internal Rules without prior discussion with the National Branch Chairpersons Forum.
- 46.4 The Board may suggest amendments to the Internal Rules of SA Hunters to the Congress.
- 46.5 The proposed amendments and motivation thereof, must be send by e-mail to Branches together with other documentation according to Rule 11.3 at least thirty (30) days before the date of the Congress.
- 46.6 The Deputy President or a Board member nominated by the Board, will present and motivate the proposed amendments at the Congress.
- 46.7 Branches, regions and/or regional co-ordinators may propose amendments to the Internal rules by means of discussion points.
- 46.8 The proposed amendments by means of discussion points in electronic text format (MS Word) must be send to the Chief Executive Officer by e-mail within sixty (60) calendar days before the date of the Congress.
- 46.9 Any proposals for amendments that does not reach the office of the CEO by 17:00 sixty (60) calendar days before the date of the Congress, will be deemed too late for consideration by the Congress.

- 46.10 The proposed amendments will be included in the agenda of the Congress and distributed by e-mail to the Branches together with documentations as described in Rule 9.3, at least thirty (30) calendar days before the date of the Congress.
- 46.11. The Branch, region or regional co-ordinator that submitted the proposal(s) will have the opportunity to present and motivate it at the Congress.
- 46.12. After sufficient time (according to the Congress Chairperson) has been allowed for debating the proposals, the Congress will take a decision according to Rule 21.4 of these Rules.

CHAPTER 16: THE ROLL OF HONOUR

47. The Roll of Honour

The Association acknowledges exceptional services by individuals to the Association, by adding their names to a dedicated Roll of Honour that pays tribute to individuals that distinguished themselves through their contributions and dedication to the Association over time. The Roll of Honour consists of a display panel with the names of those individuals that received this acknowledgement, and is exhibited in a prominent area of the national office of the Association. The Roll of Honour focuses on the Association's objectives, traditions and values.

48 Criteria for Nominations

- 48.1 The Association acknowledges individuals that delivered extraordinary services to the Association by adding their names to the Roll of Honour, following consideration of nominations and proper motivations.
- 48.2. The Board will determine if the person provided extraordinary services to the Association and deserves the acknowledgement.
- 48.3. The criteria to qualify for the Roll of Honour are explained in Clause 22 of the Constitution.

49. Nominations and Awards

- 49.1. Any two members of the Association (proposer and seconder) or a Branch or region may submit a written nomination for admission to the Association's Roll of Honour.
- 49.2. The written nomination must reach the CEO of the Association on the date determined by the Awards procedure.
- 49.3. The Awards Committee will consider the nominations and make recommendations to the Board.
- 49.4. Following the Board's approval, the matter will be referred to Congress for a final decision to add an individual's name to the Roll of Honour.
- 49.5. If the Congress decides that an individual's name should be added to the Roll of Honour, it is the responsibility of the CEO to ensure that the name is added.

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