



**WESTERN CAPE SHORE ANGLING ASSOCIATION**

# **CONSTITUTION**

**2020 version 12**

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## **BYLAWS**

- A. Duties of office bearers and management
- B. Inter club competition rules
- C. Team selection, nominations and trials
- D. Trophies and awards
- E. Duties and responsibilities of WCSAA representatives
- F. SASCOG and WCSAA Code of Conduct
- G. SASACC/ SASAA discipline and dispute resolution
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## 1. Introductory

In acknowledgement of the unity in sport in South Africa in general and the formation of one single controlling body for shore angling, in particular, the Western Province Rock & Surf Angling Association (W.P.R. & S.A.A.) and Western Province Anglers Association (W.P.A.A.) merged on 26 May 1994 to form a single controlling body for organized angling in the Western Cape. This body shall be the sole representative of all organized competitive shore angling for the Province.

## 2. Name

The name of the Association is the Western Cape Shore Angling Association (WCSAA) and is hereinafter referred to as the “association”.

## 3. Headquarters and addresses

The headquarters and postal address of WCSAA will be the same as that of the Secretary for any given year for which term he/she has been elected, or such address as decided upon annually at the AGM. Confirmation of the headquarters/postal address and email address, shall be communicated to all Member Associations during the first correspondence after the AGM.

## 4. Principles

The Association shall ensure that its member clubs adhere to the principles of non- racialism and non-sexism, and shall accept members irrespective of their race, colour, creed or religion.

## 5. Area demarcation

The shoreline between the southern shore of the Olifants River and the western shore of the Breede River will be shared by Western Province Shore Angling Association, Boland Shore Angling Association and West Coast. Shore Angling Association. This agreement can only be changed by joint consent of all three abovementioned Associations.

## 6. Colours and badges

The Association shall adopt colours as well as a badge of the lapel and pocket types, as marks of distinction.

### 6.1 Dress:

The official dress of the Association shall be a navy-blue blazer, navy blue tie, white shirt, grey trousers, black socks and black shoes and a distinctive pocket & tie badge as its colours.



### 6.2 The Association Badge

A scroll below the badge will indicate for which division/discipline the Badge was awarded, viz. Senior, Senior B, Masters, Ladies, Junior, Youth, Development, Honorary Life Member, Manager etc.

Association colours may be awarded to individual members for special or extraordinary service to the Association. Application shall be in writing to the Council and providing a curriculum vitae of the applicant is submitted. Such applications should be received at least thirty days before the AGM.

### 6.3 National Championship informal apparel

6.3.1 Senior A and Ladies teams: Plain Navy Blue

6.3.2 All other divisional teams: Plain Royal blue

6.3.3 The Association badge should be on the left side breast pocket area, and sponsors logos, if applicable on the right-side breast pocket area of all jackets and shirts.

## 7. The objects and functions of the association

- 7.1 To be the governing body of its member clubs and to administer the sport of amateur shore angling amongst its clubs.
- 7.2 To maintain and foster the best traditions of amateur shore angling.
- 7.3 To define the status of amateur shore angling in its Clubs and their members and to do whatever may be necessary or expedient to maintain and uphold the same.
- 7.4 To further the rights, interests, or status, of amateur shore anglers in general.
- 7.5 To make and enforce rules, regulations and conditions governing the sport of amateur shore angling in all its facets, and all matters pertaining thereto, including the nomination of individuals and election of teams.
- 7.6 To arrange and settle dates, venues and other details, of inter-club and any other competitions.
- 7.7 To affiliate with, or to, any other body having objects in any way similar to these objects, in the Republic of South Africa or elsewhere, including, inter alia, national bodies.
- 7.8 To join with any such body in carrying out of objects in anyway similar to these objects, and to participate in inter- provincial, national and international contests or competitions, and to control the award of Provincial Badges and Colours to members selected to represent in such competitions.
- 7.9 To administer, manage and control, funds or property aligned to objectives.
- 7.10 To collect, canvass for and to accept subscriptions, donations, bequests, endowments and benefits of any nature for the Association from any source whatsoever, and to borrow or raise money or secure payment thereof with or without security.
- 7.11 To invest the funds and assets of the Association as determined by the Council.
- 7.12 To acquire by purchase, lease, donation, bequest or any other mode of acquisition, both movable and immovable property. The acquisition of immovable property shall be subject to the approval of a majority of members properly represented at a Council Meeting.
- 7.13 To sell, donate, exchange, partition or dispose of by any mode of alienation, movable or immovable property, but the alienation of immovable property shall be subject to the approval of a majority of members properly represented at a Council Meeting.
- 7.14 To carry out the business of the Association in accordance with the foregoing objectives including the raising of funds.
- 7.15 To promote and encourage conservation of the marine environment, the resources and to

ensure the continuation of the sport of Shore Angling.

- 7.16 To inform all members of any amendments to the laws governing marine species and/ or the coastal environment.

## **8. Legal position of the association**

- 8.1 The association is not formed for the purpose of carrying on any business that has for its object the acquisition of gain by its members.
- 8.2 The Association is only liable for its own debts and any assistance granted to any other person or body shall not render it liable for the debts of such other person or body.
- 8.3 A copy of this constitution and rules duly certified as such by the Honorary Secretary may be accepted as evidence for any purpose.

## **9. Office-bearers and management of WCSAA**

- 9.1 The Executive committee comprising of:

- 9.1.1 The President
- 9.1.2 The Vice President
- 9.1.3 The Honorary Secretary
- 9.1.4 The Honorary Treasurer
- 9.1.5 One nominated delegate from each Member Club, not represented on the Executive Committee.

- 9.2 Office Bearers:

- 9.2.1 Records officer
- 9.2.2 Competition secretary
- 9.2.3 Convenor of Selectors
- 9.2.4 Four Selectors
- 9.2.5 Development Officer
- 9.2.6 Environmental Officer
- 9.2.7 Convenor Junior Angling
- 9.2.8 Public Relations Officer
- 9.2.9 Constitution Officer
- 9.2.10 Provincial Athletes Representative
- 9.2.11 Provincial Head Coach
- 9.2.12 Convenor of Ladies Angling
- 9.2.13 Competition Scorer
- 9.2.14 Convenor of Schools Angling

- 9.3 Should any office bearer, excluding delegates to the South African Shore Angling Association's Annual General Meeting and Honorary Members absent him/herself for two consecutive meetings without a written and reasonable apology with in forty-eight hours of the meeting, he/she shall forfeit his/her position.

- 9.4 In the event of a vacancy arising, the Executive Committee may fill such vacancy for the period remaining until the next Council meeting.

9.5 Retiring Executive members and office-bearers will be eligible for re-election.

**10. The council and council mandate**

10.1 The Council shall consist of:

- 10.1.1 The President, Vice President, Honorary Treasurer, Honorary Secretary elected at each Annual General Meeting.
- 10.1.2 One Nominated Council Member from each Member club not represented on the Executive Committee.

10.2 The Council shall:

- 10.2.1 Hold in trust all assets and property of the Association.
- 10.2.2 Fix dates and Venues for Council Meetings.
- 10.2.3 Adjudicate upon all matters referred to it for decision in connection with the interpretation of any application of this Constitution, and/or of any Rule or Rules framed there under, or any resolution passed by a Council Meeting.
- 10.2.4 Decide upon any matter of or affecting the qualifications or eligibility of any person to become or to be a member of any Member Club. The decision of the Council shall be final and there shall be no appeal there from. The Council shall not give or be required to give any ground or reason for such decisions.
- 10.2.5 Consider and adjudicate appeals by an individual member of a Member Club, against any decision by such Member Club of a disciplinary nature.
- 10.2.6 Take such disciplinary action as may at the time seem to be necessary or desirable in respect of any Member Club or individual member of any Member Club.
- 10.2.7 Pass such sentences or inflict such penalties for any breach of this Constitution or any Rules or Regulations framed there under, or any offence against the traditions or objects of the Association, as may appear to be just and proper.
- 10.2.8 Transact all such business and do all acts and things not inconsistent with this Constitution, as may in its opinion be necessary or expedient for the proper conduct and management of the business and affairs of the Association, or the carrying out of any of its objects.
- 10.2.9 To organize and control the inter club angling competitions.

10.3 The Council will have the power to:

- 10.3.1 Appoint a sub-committee for any special object and delegate to such sub- committee the functions and powers of the Council.
- 10.3.2 Fill any vacancy that may occur on the Council, including members of the committee.

10.4 Members of the Executive Committee, the Council, and all elected Office Bearers, shall respectively be indemnified against all liability incurred in the execution of their duties, save such as they shall incur through their own neglect or default.

**11. Member clubs**

- 11.1 Member Clubs shall have a Constitution in writing, not inconsistent with this Constitution, and approved by the Association.
- 11.2 Member Clubs shall keep in good financial standing with the Association.

- 11.3 The Secretary of each Member Club shall notify, and update, the Secretary of WCSAA the two designated e-mail addresses to be used for the Member Clubs official correspondence. This notification shall be in writing and submitted on annual registration of the club.
- 11.4 Maintain a membership of not less than 15 members.
  - 11.4.1 Member Clubs with less than 15 members will maintain their membership status with WCSAA but automatically forfeit all voting rights.
- 11.5 Any Member club in arrears with any dues to the Association will automatically forfeit all its membership rights until all outstanding amounts have been paid to the Treasurer, or unless special approval has been given by the Council for extension of payment.
- 11.6 Club that has been expelled shall not be admitted again to membership and its members as at the date of expulsion shall not without the authority of the Council be admitted to membership of any Member Club.
- 11.7 No member Club shall without the authority by a resolution of a Council Meeting, accept as a member, any person suspended or expelled by a Council Meeting or another Member Club.
- 11.8 No Club may become a member club, whose title, except the words “angler” or “angling” coincides or clashes with any part of the name of the Association and accordingly shall not contain any one or more of the words “Western Cape” or Association, unless such club was in existence and already a member, prior to the 1 January 1994.

## **12. New member clubs**

- 12.1 Every application by a Club to become a Member Club shall be made in writing addressed to the Honorary Secretary of the Association, and accompanied by:
  - 12.1.1 A certified copy of the applicant's constitution;
  - 12.1.2 A list of the names, and the required relevant personal information of all its members, of which there shall not be less than 15.
  - 12.1.3 A deposit of the amount of its entrance fee, first year’s affiliation, and per capita fees of all its members.
- 12.2 The receipt from a club of its application for membership shall be notified to all Member Clubs by means of the agenda of the next Council meeting, and any Member Club may communicate to the Council any objection to, or comment upon, the application.
- 12.3 At the next Council meeting, shall consider the application with any objections and comments there on, and may either:
  - 12.3.1 Call for further information and refer it to the following Council meeting; or
  - 12.3.2 Accept or reject the application.
- 12.4 No representations to, or negotiations with any public authority or body, or any persons or body of persons, shall be made or carried on in the name or on behalf of, the Association without the authority of a Council meeting; and accordingly, nothing of that kind shall be done by any Member Club or any officer or member thereof, except under specific authority of a resolution of a Council Meeting.

### **13. Individual Members**

- 13.1 Junior and youth members shall be entitled to all privileges of ordinary members.
- 13.2 No member of any Member Club shall accept or receive any WCSAA or South African colours or badges for shore angling from any other body other than from WCSAA and/ or SASAA. Any member in contravention will be struck of the roll of any Member Club of which he/she may be a member.
- 13.3 No member shall be allowed to fish for more than one member Club during one angling year unless he/she shall have resigned from the Club for which he/she first fished in that angling year. A member may fish for another club, providing his previous club provided a clearance letter and it is forwarded to the Secretary on registration.
- 13.4 A new member shall not be accepted or allowed to accrue points in an inter-club competition until such time as the registration procedure has been completed, all registration fees has been paid to the Honorary Treasurer, and the Honorary Secretary has notified his club of the WCSAA registration number (WP XXX) allocated to the member.
- 13.5 The secretary of each member club shall ascertain whether each applicant for membership of his club:
  - 13.5.1 is or has been a member of any other Member Club and, if so that the applicant is not otherwise than in good standing in such other club or clubs.
  - 13.5.2 is or has been a member of any other Member Club in WCSAA or another Association in SASAA, and if so, that the applicant is good standing in such other club or clubs.
- 13.6 Where a member is a member of more than one-member club, only one of the Member Clubs, he /she has joined, have to register and pay the required WCSAA registration and subscription fees for such a member.

### **14. Honorary life members**

The council in its sole discretion may bestow Honorary Life Membership on any member in recognition of his / her significant contribution to Shore Angling and the furtherance of the aims and objectives of the Association. Honorary Life Members shall have all the rights and obligations of a member in terms of the Constitution, save that no registration fees or subscriptions or other dues levied by the Association from time to time on its members shall be payable in respect of Honorary Life Members.

### **15. Recognised bodies**

The Association shall recognize and affiliate to the National Controlling body of Shore angling, within the Republic of South Africa.

### **16. Management and correspondence**

- 16.1 The business of the Association shall be conducted by an Annual General Meeting and Special Council Meetings and bi-monthly Council meetings.



- 16.2 Dates: The Post-mark of the Government Post Office shall be taken at all times as the date on which all communications, notices and such like are sent or have been sent, either by or to the Association.
- 16.3 E-Mail correspondence will be accepted as an official manner of communication. The date appearing on the sender's e-mail shall be accepted as the official date and time of correspondence sent or received.
- 16.4 Purchases; The purchase of goods and or services on the behalf of the Association shall be authorized by the Council only.

**17. Annual general meetings.**

- 17.1 The Annual General Meeting will be held one week after SASAA AGM each year.
- 17.2 Notice and Agenda:
  - 17.2.1 The Honorary Secretary shall forward to each member Club a notice of meeting and the agenda thereof which shall give 21 days' notice of the meeting.
  - 17.2.2 Member Clubs wishing to present items for the agenda shall deliver such matter in writing authenticated by resolution to the Honorary Secretary of the Association, 30 days prior to the date of the Annual General Meeting.
- 17.3 Right of attendance: Any member of the Association is entitled to attend with right of speech and debate but without right to propose or second any motion or vote unless He/she is a nominated Council /members.
- 17.4 Representation:
  - 17.4.1 Each Member Club, not represented on the Executive Committee, shall have the right to nominate 1 Council member. Names of nominated Council Members shall be forwarded to the Honorary Secretary, in writing on the official letterhead of the Member Club, together with all other nominations for Executive, Selectors and Office Bearers.
  - 17.4.2 No Club shall be entitled to appoint a proxy to represent it at an AGM.
- 17.5 Voting Rights:
  - 17.5.1 Each Council member shall have one vote only.
  - 17.5.2 The Chairman shall have a deliberate and casting vote.
- 17.6 Chairperson:
  - 17.6.1 In the absence of the President the Vice-President shall act as chairman otherwise the meeting shall elect a Chairman from members present. The acting Chairman shall have a casting vote.
  - 17.6.2 At any AGM one more than Fifty Percent (50%) of the number of Member Clubs shall form a quorum. In the absence of a quorum the Meeting shall be reconvened and at the reconvened meeting any number of member Clubs shall form a quorum.
- 17.7 Business:
  - 17.7.1 Notice of the meeting shall be read or by resolution be taken as read.
  - 17.7.2 There shall be a roll call of Council members which shall determine the total number

of votes that may be recorded on any motion and determine the existence of a quorum.

- 17.7.3 The minutes of the previous Annual General Meeting and of any subsequent Special Council Meeting shall be read or taken as read and confirmed by Resolution of meeting.
- 17.7.4 Read and debate all correspondence received subsequent to the previous Council meeting.
- 17.7.5 Confirm the membership of any new club/s that was accepted by the Council during the preceding year.
- 17.7.6 Receive and adopt the Presidents Report and the Financial Statements and Auditors report.
- 17.7.7 Receive and consider any proposed amendments to the Constitution and Competition Rules. (Two-third majority required)
- 17.7.8 Determine entrance, subscription and registration fees for all classes of membership.
  - 17.7.8.1 Determine the remuneration of honoraria for of the Honorary Secretary, the Honorary Treasurer and the Records Officer and that of any person that may be voted on honorarium by the meeting.
  - 17.7.8.2 Approve the dates for inter-club competitions as well as Council meetings, Annual General Meeting and the Annual Indaba.

**17.8 Election of Executive committee and Office Bearers:**

- 17.8.1 The meeting may elect Honorary Life Members
- 17.8.2 The meeting shall elect:

*Executive members*

- 1. The President
- 2. The Vice-President
- 3. The Honorary Secretary
- 4. The Honorary Treasurer
- 4. The Records Officer

*Council members*

- 5. The Competition secretary
- 6. Convenor of Junior Angling
- 7. Public Relations Officer
- 8. Environmental Officer
- 9. Development Officer
- 10. Competition Scorer
- 11. Constitution Officer
- 12. Provincial Athletes Representative
- 13. Provincial Head Coach
- 14. Convenor of Ladies Angling
- 15. Convenor of Schools Angling
- 16. An Auditor or Auditors
- 17. Any other Officer that may be required

Other: Delegates to the S.A.S.A.A. A.G.M.

**18. Nominations for Executive members, Office Bearers and Council Members**

- 18.1 Clubs shall forward to the Secretary, to reach him not later than 30 days before the date of the Annual General Meeting, a list of nominations on the prescribed form, for the positions (a) to (t) in point 17.8.2 above.

- 18.2 A Member Club is entitled to nominate members from other Member Clubs.
- 18.3 The Nomination form shall be attached to the Member Club's official letterhead and each Nominee must countersign his/her nomination to confirm that he/she is available for the nominated position. The Secretary will circulate the Nomination List to the clubs, together with the notice of the Annual General Meeting (AGM). Late nominations will only be considered at the Annual General Meeting, providing that no written nomination for the specific position(s) has/have been received for any specific position. Such late nominations shall reflect only at persons present or persons with a written apology.
- 18.4 At Annual General, Council and Special Council meetings, the method of voting will be determined by a show of hands. A simple majority will always suffice, except:
  - 18.4.1 Where the Constitution is concerned.
  - 18.4.2 A two third majority is required.

18.5 After any meeting is constituted the meeting will continue should a club elect to leave a meeting.

## **19. Special and general meetings**

- 19.1 Special General Meeting shall be convened by the council or by written request of at least 3 Member Clubs, signed by their respective Secretaries.
- 19.2 The purpose or object for which the meeting is being called, should be stipulated explicitly in the request.
- 19.3 The rules governing Annual General Meetings will apply mutatis mutandis to Special General Meetings save and except that the business of the meeting shall be confined to the items or subjects set out in the Agenda.
- 19.4 Notice for Special Council Meetings will be circulated to all Member Clubs, 14 days prior to the meeting.

## **20. Council meetings**

- 20.1 The Council shall meet bi-monthly.
- 20.2 Notice and the agenda of the meeting will be circulated to all Member Clubs, at least 14 days, prior to the meeting.
- 20.3 The agenda will reflect all required reports, notices, correspondence and any other business that demands resolution.
- 20.4 Provision will be made for extension to the agenda, providing the opportunity for Member Clubs to raise any relevant, additional issues on the agenda.
- 20.5 At all Council Meetings the nominated Council members of at least five Member Clubs will form a quorum.
- 20.6 The rules governing the procedure at Annual General Meetings shall apply mutates mutandis.
- 20.7 Any member may attend a council meeting, but without right of participation in discussions or debate and will not have the right to propose, second or vote.

## 21. Annual Prize giving

The Annual WCSAA Prize giving will be held within eight weeks after the last WCSAA competition, but no later than 31 July.

## 22. Finance

- 22.1 All monies belonging to the Association shall be either banked to the credit of the Association with its bankers or deposited with a registered Building Society or invested in accordance with a resolution of a Council Meeting.
- 22.2 The Association uses the EFT payment method. All payments require an official invoice or quotation. With the approval from either Council or the Exco, payment is set up by the Treasurer and released by the President. If an urgent payment is required, it may be authorized by the Treasurer and President up to a maximum of R10,000 subject to Council or Exco approval post event. All quotations/ invoices are retained by the Treasurer for the Annual Audit.
- 22.3 Proper books of account shall be kept reflecting all transactions of the Association and a balance sheet shall be prepared, audited, and presented at every Annual General Meeting.
- 22.4 Banking accounts shall be operated on, and Building Society deposits and withdrawals and all transactions in connection with investments shall be done by such Officers of the Association as may from time to time be appointed by resolution of the Council.

## 23. Subscriptions and fees

23.1 The member clubs and members fees are:

23.1.1	Pay an new club entrance fee	R1,000	(2020/21)
23.1.2	A Member Club affiliation fee	R1,000	(2020/21)
23.1.3	A per Capita fee (per each member)	R 490	(2020/21)
23.1.4	A per Capita fee (for U/21)	R 300	(2020/21)
23.1.4	A per Capita fee (for U/16)	R0	(2020/21)

*Note: 2020 AGM: For 2020/21 only a once-off rebate of R100 is afforded to members to mitigate the impact of the Covid pandemic (R490 becomes R390). In the instance of U/21, only the SASAA affiliation fee is to be recovered and the fee will therefore be R190 (SASAA affiliation fee).*

- 23.2 The per capita fee includes a contribution towards the WCSAA Mangers honorarium.
- 23.3 Per capita fee for u/16 Juniors/ younger will be the same as decided at the SASAA AGM.
- 23.4 These amounts will be determined at the Annual General Meeting.
- 23.5 Clubs will deliver to the Honorary Secretary of the Association a complete list, as prescribed, of all its members for registration as well as a list of members, current and resigned.
- 23.6 Clubs will pay the annual membership fee together with the registration fee (per capita) for each member of the club as determined at the preceding Annual General Meeting before 1 September each year.
- 23.8 Any new Member Club joining between 1 July and 31 December will be liable for 100% of the

Member club annual affiliation fee. Any new Member Club joining between 1 January and 30 June will be liable for 50% of the Member club annual affiliation fee.

- 23.9 Any new individual member affiliation to WCSAA between 1 July and 31 December will attract 100% of the per capita fee. If joining between 1 January and 30 June, 50% of the annual per capita will be applicable.
- 23.10 Any Member Club in arrears or default iro (23.8, 23.9) shall not be in good standing and while not in good standing, shall be debarred from participating in any activity of the Association.

## **24. Alterations and amendments**

- 24.1 No alteration, amendment, or addition, to this Constitution may be made except at an Annual General Meeting or a Special Council Meeting called for that purpose.
- 24.2 No such alteration or amendment shall be adopted unless two thirds of those present, entitled to vote at such meeting, shall vote for its adoption.
- 24.3 In the event of the dissolution of the Association the assets shall not be payable or devisable amongst the Member Clubs of the Association or the individual members of such clubs, but shall be paid or transferred to any other Association having similar aims and objects or alternatively to any duly registered Welfare organization in the discretion of the meeting resolving the Associations dissolution.

## **25. Interpretation of the Constitution**

- 25.1 If any dispute should arise about the interpretation of the articles of this Constitution or the Competition rules of WCSAA, the decision of the Constitutional Officer, regarding the relevant matter will be final and binding.
- 25.2 Should any Member Club, individual member, Executive Member or Office Bearer choose to institute any legal action of any kind, against this Association, such individual will automatically be disbarred from this Association for life.

## **26. The WCSAA Constitution Bylaws**

The Bylaws listed below are supplementary to, and shall be read together with the WCSAA constitution:

### **Bylaws:**

- A. Duties of office bearers and management
- B. Inter club competition rules
- C. Team selection, nominations and trials
- D. Trophies and awards
- E. Duties and responsibilities of WCSAA representatives
- F. SASOC and WCSAA Codes of Conduct
- G. SASACC/ SASAA discipline and dispute resolution
- H. WCSAA Records and record claim procedure