



CONSTITUTION

ARTICLE 1: NAME

The name of the Association shall be THE BUSHVELD CONSERVATION BUREAU.

ARTICLE 2: DEFINITIONS

In this Constitution, unless the context otherwise indicates: -

- 2.1 The Bushveld Conservation Bureau shall hereafter be termed "the Bureau".
- 2.2 The Headquarters of the Bureau shall always be in Johannesburg, the address of which shall be determined by the committee from time to time.

Physical Address Norscot Manor, Penguin Street, Bryanston
Postal Address: P O Box 2904, Northcliff, 2115
- 2.3 "Member" means an ordinary member of the Bureau who is not in arrears with the payment of subscriptions and who has not been excluded or suspended from the Bureau.
- 2.4 Words in the masculine include the feminine and words in the singular include the plural and vice versa.
- 2.5 By-laws means the rules and regulations of the Bureau governing the practicality of Problem Animal Control by:-
 - 2.5.1 Ethical hunting methods
 - 2.5.2 The capture of Problem Animals by approved trapping methods
 - 2.5.3 The translocation of trapped animals to areas requiring their introduction to re-establish the balance of nature.

ARTICLE 3: OBJECTIVES

The objectives of the Bureau are the following:

- 3.1 To improve, aid and encourage competency in the practice of problem animal control among interested persons.
- 3.2 To provide communication among and disseminate relevant information to interested members.
- 3.3 To promote knowledge of and respect for fauna and flora.
- 3.4 To co-operate with the authorities, other organisations and landowners who have the same objectives and to assist them in the preservation and protection of livestock and agriculture.
- 3.5 To promote strict obedience of laws, regulations and other measures with regard to the protection of fauna and flora.
- 3.6 To promote true amateur sportsmanship according to the rules of game hunting and to prevent destruction of game and other wildlife for financial gain without consideration for effective preservation of game and wildlife.
- 3.7 To operate on a not for profit basis
- 3.8 To acquire reasonable and controlled hunting facilities for members,

- 3.9 To promote the restriction of the use of poisons and other indiscriminate and inhumane methods of problem animal control.
- 3.10 To promote dedicated methods of problem animal control.
- 3.11 To promote the education of landowners and interested bodies with regard to the predatory and raptorial species' impact on the agricultural environment.
- 3.12 To hold events, competitions etc., to raise funds for the Bureau to enable it to achieve its aims and objectives.

ARTICLE 4: POLITICAL AFFILIATION

The Bureau shall function on a non-political and non-racial basis.

ARTICLE 5: MEMBERSHIP

- 5.1 Members of the Bureau may be ordinary members, family members, dedicated members, junior members, student members, honorary members, honorary life members or paid life members. Day members from time to time may be accepted at the discretion of the committee but this practice is not to be encouraged.
- 5.2 **ORDINARY MEMBERS:** The following persons may be ordinary members of the Bureau: - Any person of good moral character and whose application for membership has been approved by the committee.
- 5.3 **FAMILY MEMBERS:** Family members constitute the spouse and/or dependants under the age of 18 of an ordinary or dedicated member provided the member has paid the family membership fee.
- 5.4 **DEDICATED MEMBERS:** Once an ordinary member has been a member for twelve months and has successfully completed the Bureau's dedicated hunter's course that member will be registered as a dedicated member. In all other respects a dedicated member has all the rights and duties of an ordinary member.
- 5.5 **JUNIOR MEMBERS:** A Junior member:
 - 5.5.1 is a person who is under the age of 18 at date of application for membership
 - 5.5.2 must have the consent of his/her PARENT(S) OR legal guardian(s) to join the Bureau
 - 5.5.3 is exempt from paying a joining fee
 - 5.5.4 will not be entitled to vote at any meetings of the Bureau until they are 16 years old
 - 5.5.5 must be accompanied by either an ordinary or dedicated BCB member when participating in BCB hunting activities
- 5.6 **STUDENT MEMBERS:** A person who is over the age of 18 and can prove that he/she is enrolled as a student at a higher education institution can apply for student membership. A student member is also exempt from paying a joining fee.
- 5.7 **HONORARY MEMBERS:** The committee in the course of the Annual General Meeting may offer any person an honorary membership of the Bureau. An honorary member:
 - 5.7.1 shall not be entitled to vote at any meetings of the Bureau
 - 5.7.2 shall not be entitled to be a member of the committee of the Bureau
 - 5.7.3 shall not be obliged to pay a subscription
 - 5.7.4 shall have a tenure of one year
- 5.8 **HONORARY LIFE MEMBERS**
 - 5.8.1 The committee may in the course of the Annual General Meeting, nominate any person to be an honorary life member of the Bureau. The nominations shall be confirmed by simple majority of the voting members at the meeting.
 - 5.8.2 There shall be a maximum of three such members nominated per year.

5.8.3 All the clauses and conditions applying to honorary members, except 5.7.4 shall apply equally to honorary life members.

5.9 SUSPENSION OF MEMBERSHIP

5.9.1 The committee may, for good cause, exclude or suspend any members.

5.9.2 Any member who has been excluded or suspended may, within fourteen (14) days of receipt of written notification of such suspension, appeal in writing against such a decision and follow the procedure laid out in 9.3 through 9.3.8.

5.10 CONDITIONS OF MEMBERSHIP

5.10.1 All persons becoming members of the Bureau shall submit themselves to the rules of the Bureau.

5.10.2 All members agree not to hold the Bureau responsible for any loss of or damage to personal property, injury to any person, livestock or other people's property, incurred or caused by themselves or their families.

5.10.3 The member chooses as domicilium citandi et executandi for purposes hereof the address given in the membership application form unless otherwise notified in writing. Any member changing his address shall within thirty (30) days of such change inform the Secretary of the Bureau.

5.10.4 ~~Membership of SAGA (the South African Gun owner's Association) is a pre-requisite for membership to the BCB.~~

5.11 APPLICATION FOR MEMBERSHIP

5.11.1 Application for membership shall be in writing and proposed and seconded by members of the committee. Such application shall be deemed to be an acknowledgement to be bound by this Constitution and the amendments thereto and also the Rules and Regulations of the Bureau.

5.11.2 Each application shall be considered by the general committee at its next meeting following the lodgement of the application. Acceptance shall be by majority vote. The chairman shall have a casting vote and a deliberate vote to be used at his discretion.

5.11.3 The decision of the general committee shall be final and such committee shall not be obliged to give its reasons for declining any application for membership.

5.12 MEMBERSHIP FEES

5.12.1 Ordinary, dedicated, junior and student members will be obliged to pay membership fees annually

5.12.2 Failure to pay membership fees within one month of the end of the BCB year will automatically result in membership being suspended. The member then has a further two months to pay the fees due, failing which their membership will be automatically cancelled. The committee has the discretion to review late payments.

5.12.3 Bureau membership fees will be subject to adjustment from time to time by the committee. Notification of fee adjustments shall be published in amendments to the regulations.

5.12.4 Membership fees may differ for adults, juniors and students

5.12.5 All membership fees and voluntary contributions shall be deposited into the Bureau accounts by the receiving person or Treasurer not later than seven (7) working days after collection.

5.12.6 The Treasurer shall be notified, in writing or otherwise, of the collection of fees and contributions by committee members not later than seven (7) days after collection. He will make an appropriate entry into the account book at the time of notification and a confirmatory entry at the time such fees and contributions are deposited into the Bureau's accounts.

ARTICLE 6: OFFICERS AND MANAGEMENT

6.1 GENERAL COMMITTEE

6.1.1 The Bushveld Conservation Bureau shall be managed by a General Committee duly elected and consisting of the following

a. Chairman, Vice Chairman, Secretary and Treasurer should the Bureau have a membership of 25 or less.

b. Chairman, Vice Chairman, Secretary, Treasurer and a minimum of 2 committee members should the Bureau have a membership of 26 or more.

- c. Within the General Committee one committee member shall have the function of farm booking/liaison.

6.1.2 The general committee shall direct and manage all the affairs of the Bureau in a manner which it may consider conducive to the interests, good management of the Bureau and the furtherance of its objectives which are not specifically required to be otherwise. Without in any way limiting the above general powers, the general committee shall have the power:

- a. To convene meetings of the Bureau.
- b. To acquire and dispose of, to hold and have the custody and control of the funds and other movable and immovable property of the Bureau
- c. To open banking or savings accounts which shall be operated under any two (2) signatures of the Vice-Chairman, Secretary and Treasurer.
- d. The general committee shall meet at least once in every calendar month and shall consider:
 - i. any questions arising out of membership
 - ii. audit of the Bureau account to the Annual General Meeting
 - iii. any other matters connected with the Bureau affairs or objectives

6.1.3 Special functions of the committee shall be the following:

- a. To create and constitute such sub-committees as may be necessary for the better running of the affairs of the Bureau
- b. To open such accounts as are necessary for the better running of the affairs of the Bureau and to nominate the members who are permitted to draw upon such accounts.
- c. To make, amend and suspend the regulations of the Bureau in terms of ARTICLE 12 hereof.
- d. To set the annual membership fees payable by the members of the Bureau.
- e. To exclude or suspend any members, for good cause.
- f. To recommend to the Bureau persons for election as honorary members and honorary life members.
- g. In the event of a vacancy on the committee, the committee may transfer the functions entrusted to the absent member to one or more of the remaining members of the committee or to a co-opted member.
- h. The committee shall be empowered to invite outsiders to attend specific otherwise confidential committee meetings if it is considered that their presence may benefit the Bureau.
- i. To deal with matters of urgency.
- j. To co-opt any members of the Bureau to the committee either generally or for specific purposes.

6.1.4 With reference to any co-opted member the following shall apply:

- a. A person co-opted to the committee shall have all the rights of a committee member
- b. Co-opted persons may not exceed more than one third of members of the committee in number
- c. Only members of the Bureau may be co-opted to the committee
- d. The term of office of a co-opted member may not exceed that of the Committee.
- e. The co-option of committee members shall be confirmed at the next General Meeting of the Bureau.

6.2 ELECTION OF THE COMMITTEE

6.2.1 The general committee shall be elected at the Annual General Meeting of the Bureau. If the nominations exceed the vacancies, a secret ballot or open election will be conducted as determined by the meeting.

6.2.2 No person shall be elected Chairman unless he has been a member 'in good standing' of the association for a period of no less than two years.

6.2.3 No member shall be elected to serve on the general committee unless he has actively taken part in the Bureau's activities in the field.

6.2.4 Any member elected to the general committee will be 21 years of age or older.

6.3 MEETINGS OF THE COMMITTEE

6.3.1 Meetings of the committee shall be held regularly, but not less than four times during any committee's normal term of office.

- 6.3.2 Reasonable notice of committee meeting shall be given to all its members by the secretary.
- 6.3.3 The quorum for a meeting of the committee shall be four members inclusive of the chairman or vice-chairman.
- 6.3.4 Every decision of the committee shall require a vote in its favour. Such vote shall be simple majority of the entire committee present at that meeting.
- 6.3.5 A meeting of the committee shall also be convened at the request of the chairman or any two of its members.
- 6.3.6 The provisions of 7.5 shall apply to all meetings of the committee.

THE CHAIRMAN

- 6.4.1 The chairman shall normally preside at all the meetings of the committee.
- 6.4.2 In the absence of the chairman all his powers and duties shall devolve on the vice chairman.
- 6.4.3 The chairman shall submit a written report on the Bureau's activities over the past year at the Annual General Meeting.

6.5 THE VICE CHAIRMAN

- 6.5.1 The vice-chairman shall assist the chairman in whatever way the chairman deems necessary.
- 6.5.2 In the absence or at the request of the chairman, the vice-chairman shall assume all of the responsibilities and privileges of the chairman.

6.6 THE SECRETARY

- 6.6.1 The secretary of the Bureau shall conduct the correspondence of the Bureau and be responsible for its general administration.
- 6.6.2 The secretary shall give due notice of all meetings of the committee and the Bureau.
- 6.6.3 The secretary shall keep minutes of all the meetings of the committee and the Bureau. A certificate signed by the secretary and two other members of the general committee shall be sufficient proof of the validity and accuracy of the matters contained therein to any person or body.
- 6.6.4 The secretary shall be in charge of the Bureau's records and minute books.

6.7 THE TREASURER

- 6.7.1 The treasurer shall be responsible to the committee for all the income and expenditure of the Bureau during his term of office.
- 6.7.2 The treasurer shall be entitled to draw upon the accounts of the Bureau in terms of Article 15.
- 6.7.3 The treasurer shall provide a written statement of income and expenditure to be presented at the Annual General Meeting of the Bureau.

6.8 THE FARM LIAISON OFFICER (FLO)

- 6.8.1 The FLO is the primary contact person between BCB and farmers.
- 6.8.2 The FLO arranges and controls access to BCB farms for all activities.
- 6.8.3 The FLO keeps records of farm details and members' field activities.

6.9 DISCIPLINARY COMMITTEE

- 6.9.1 One office bearer and minimum of two additional members fulfilling the requirements as stated in 6.2.3 will constitute the disciplinary committee on an ad hoc basis.
- 6.9.2 The disciplinary committee is responsible for ensuring that all aspects of problem animal control are carried out within the confines of the recognised nature conservation laws and those drawn up by the Bureau and published either in this document or in regulations of the Bureau from time to time.
- 6.9.3 The duties of the disciplinary committee are as follows:
 - a. To investigate the conduct of any person who is reported to be in breach of the rules and regulations or code of conduct of the Bushveld Conservation Bureau..
 - b. To conduct such an investigation in an exhaustive manner with the knowledge of the true course of events being the only objective

- c. To make recommendations regarding their findings and to suggest disciplinary action to the general committee for consideration.
 - d. All investigations will be conducted discreetly and as confidentially as possible.
- 6.9.4 All persons being investigated will be given an opportunity to explain all events pertinent to the investigation before all the members of the disciplinary committee.
- 6.9.5 The disciplinary committee is entitled to interview any person, either member or non-member, or organisation or landowner in the course of an investigation.
- 6.9.6 Adequate records will be kept concerning all aspects of all the investigations and stored in a confidential manner.
- 6.9.7 Where it is deemed that the member under investigation has been in contravention of any statutory law or game ordinance, such a member will be reported to the relevant authorities and such records of the disciplinary committee will be made available to the authorities if requested.

6.10 LIAISON AND PUBLIC RELATIONS

- 6.10.1 The chairman of the Bureau shall be solely responsible for all dealings with the press or any other organisation outside the Bureau.
- 6.10.2 The chairman may delegate any member to represent the Bureau within specified circumstances and on specified topics.
- 6.10.3 Any member not duly delegated may not discuss Bureau activities of any confidential nature with any person or organisation. Any views expressed in this manner will not be taken as being representative of Bureau sentiment and disciplinary action may be taken against such perpetrators.

ARTICLE 7: MEETINGS

7.1 Meetings of the Bureau may be the Annual General Meeting, a General Meeting or a Special Meeting.

7.2 NOTICES OF MEETINGS: At least on calendar months' notice shall be given in writing of any general meeting and at least fourteen days' notice shall be given before any special meeting. Both notice periods shall be from the time of posting or such notification.

7.3 ANNUAL GENERAL MEETING

7.3.1 Within a period of three months of the close of the financial year, the Annual General Meeting of the Bureau shall be held at a VENUE to be decided by the committee. Notice of the date of the meeting shall be dispatched to all members at least thirty days and notice of the agenda at least fourteen days before the date of that meeting.

7.3.2 The business of the Annual General Meeting shall be :

- a. To read and confirm the minutes of the last AGM and of any special meetings held during the year.
- b. To receive the report of the chairman of the general committee for the year.
- c. To receive the statement of the financial position of the Bureau.
- d. To consider and vote upon any alterations or additions to the constitution of which fourteen days' notice has been given.
- e. To elect the chairman and general committee of the Bureau for the year.
- f. To appoint or elect an honorary auditor.
- g. To elect honorary members or honorary life members if considered appropriate.
- h. To consider and if necessary to vote upon any other business.

7.4 SPECIAL MEETINGS

7.4.1 A special meeting shall be convened at the written request of at least a quorum of the members of the Bureau or by the committee, subject to 6.3

7.4.2 The request to convene a special meeting shall state the business to be considered at the meeting.

7.5 MEETING PROCEDURE

7.5.1 All meetings of the Bureau shall be presided over by the chairman of the Bureau.

7.5.2 In the absence of the chairman, the meeting shall be presided over by the person upon whom the powers and duties of the chairman have devolved.

7.6 QUORUM FOR MEETINGS

7.6.1 Except where otherwise proved in the constitution, the quorum for any meeting shall be 15 per cent of the members.

7.6.2 In the absence of the required quorum at any meetings, the business of the meeting shall be conducted without the necessary quorum and the minutes of such a meeting posted to the members of the Bureau within seven days thereof.

7.6.3 Any quorum of members may, within 14 days of the date of the meeting lodge an objection against any decision taken at such a meeting.

7.6.4 The committee shall, within seven days of receipt of an objection, give notice of a Special Meeting in order to obtain approval of the decision against which an objection can be lodged.

7.6.5 Any decision taken at a meeting conducted in terms of 7.6.2 shall be effective only:

- a. If no objection thereto is lodged, after the lapse of fourteen days from the date of the meeting.
- b. If an objection thereto is lodged, when the decision has been approved at a meeting convened in terms of 7.6.4.

7.6.6 Any objection lodged in terms of 7.6.3:

- a. Must be lodged within the stated period of time or the right to object shall lapse.
- b. Shall succinctly set out the grounds of objection.

7.7 VOTING

7.7.1 Only ordinary members of the Bureau may vote at any meeting

7.7.2 Voting shall be by the show of hands if the meeting so decides, or by secret ballot.

7.7.3 No voting may be by proxy.

7.7.4 Except where otherwise provided in the constitution all matters determined by a vote shall be decided by a majority of those present and voting.

7.7.5 The chairman of any meeting shall have a casting vote and a deliberate vote to be used at his discretion.

7.7.6 The provision of this section shall also apply to meetings of all committees of the Bureau.

ARTICLE 8: INTERPRETATION OF CONSTITUTION

8.1 Any dispute with regard to the meaning or interpretation of this constitution shall be referred to the committee, which may take advice from appointed legal advisors if required. The general committee shall be the arbitrator and its decision shall be binding upon members.

8.2 AMENDMENTS TO THE CONSTITUTION

8.2.1 Any amendments to the constitution shall be considered at any General Meeting of the Bureau in accordance with the provisions of this clause.

8.2.2 Any amendments to this constitution required a vote in favour thereof or at least two thirds of the members present and voting at the meeting.

8.2.3 After the amendment to this constitution has been approved it shall be entered into a master copy of the constitution under the signature of the chairman of the Bureau.

8.2.4 All such amendments/additions will be communicated to all members in the form of a printed addendum.

ARTICLE 9: THE CONSTITUTION

9.1 At all times, all members (ordinary, dedicated, family, temporary, honorary or honorary life) shall adhere to all aspects of the constitution and Bureau regulations. Failure to do so may result in disciplinary action being taken against perpetrators and in the case of a day member, disciplinary action will be taken against the host member upon whose cognisance the day member was permitted to hunt/accompany him.

9.2 DISCIPLINARY PROCEDURE

- 9.2.1 The disciplinary committee will investigate all incidents possibly requiring the disciplinary action as per 6.8.3 to 6.8.7.
- 9.2.2 The findings of the disciplinary committee will be referred to the committee for their approval and implementation.
- 9.2.3 The general committee may for any disciplinary reason impose the following on any members:
- a. Permanent expulsion from the Bureau without refunding any fees.
 - b. Suspension of membership for any period of time.
 - c. Suspension from any component of Bureau activities for any period of time.
 - d. The imposition of any condition which must be met prior to the normal status of a member being resumed.
- 9.2.4 Should the above disciplinary imposition not be adhered to for any reason, the involved member will be automatically expelled from the Bureau.
- 9.2.5 Any disciplinary action decided on by the committee must be fully explained in writing to the relevant person within seven days of a decision being made.

9.3 APPEALS AGAINST DISCIPLINARY FINDINGS

- 9.3.1 Any member may, within seven days of receiving written notification of disciplinary findings and actions, appeal against these.
- 9.3.2 Appeals SHALL BE SUBMITTED in writing to the chairman.
- 9.3.3 Within thirty days after receiving an appeal the chairman shall convene a joint meeting between the involved member and both the committee and disciplinary committee to review the decision.
- 9.3.4 This meeting will take place at a time and venue acceptable to all parties concerned, but within 90 days of date of appeal being recorded.
- 9.3.5 Additional persons permitted to attend this meeting and participate will be:
- a. Legal advisor to the Bureau.
 - b. Legal advisor to the involved member.
 - c. Any witnesses which the Bureau may require.
 - d. Any witnesses which the involved member may require.
- 9.3.6 After this meeting both the committee and the disciplinary committee will meet within seven days to review their findings.
- 9.3.7 Within seven days of the meeting explained in 9.3.6. written notice of the findings will be posted by registered mail to the involved member.
- 9.3.8 Appeals against the findings of 9.3.7 will be made in the Civil Courts at the expense of the involved member.

ARTICLE 10: BUREAU YEAR

- 10.1 The Bureau year shall be from the first day of January of each year to the last day of December of the same year. Both dates inclusive.

ARTICLE 11: AFFILIATION

- 11.1 The Bureau may be affiliated at any time to anybody if any such affiliation could assist it in pursuing and attaining its objectives and on condition such affiliation does not in any way violate any clause of this constitution.
- 11.2 Before seeking any affiliation the Committee may seek the approval of the Bureau's general members.
- 11.3 Only a member of the committee may be its delegate to anybody to which it is affiliated, or the committee may delegate a member to fulfil this function.

ARTICLE 12: REGULATIONS

- 12.1 The committee may make such regulations and operating procedures for the Bureau as it deems to be in the interest of the conduct of the affairs and management of the Bureau. Such regulations shall at all times be subject to the provisions of the constitution and shall be communicated to members as soon as possible.
- 12.2 The committee may, in the interests of the Bureau, amend or repeal the regulations.
- 12.3 Any regulations made by the committee shall not be inconsistent with this constitution.

12.4 Any dispute with regard to the meaning or interpretation of the regulations of the Bureau shall be dealt with as provided for in 8.1

ARTICLE 13: FINANCES

13.1 ACCOUNTS

13.1.1 All funds coming into the possession of the Bureau will be deposited into accounts in the name of the Bureau.

13.1.2 All accounts will be properly audited with an account of the disposal of all funds being made available at the Annual General Meeting.

13.1.3 Only members of the general committee or other delegated members specified by that Committee may have access to the Bureau's accounts.

13.2 DEBTS

13.2.1 The Bureau may not be held responsible for any debts incurred by any individual.

13.2.2 Only members of the general committee may debit the Bureau in any way after a majority vote in favour of the debit.

ARTICLE 14: INDEMNITY

14.1 The Bureau or any of its members is hereby indemnified against any claim which may arise in connection with any injury to any member or damage to any member's property being transported to or from an excursion, or while receiving medical attention at the instigation of any Bureau member.

14.2 The Bureau is under no obligation to take insurance to cover any injury or damage contemplated in 14.1

ARTICLE 15: DISSOLUTION OF THE BUREAU

15.1 The Bureau shall only be dissolved by a resolution taken by a two-thirds majority of the members present who are entitled to vote, at any Annual General Meeting or any Special General Meeting called for that reason.

15.2 At the time of dissolution of the Bureau paid up members will be entitled to pro-rata refund of their membership fee, if they so request.

15.3 The assets of the Bureau, liquid or fixed, shall not devolve to any member, or members on dissolution.

15.4 The Meeting as in 15.1 shall also vote on how the assets of the Bureau will be disposed of, provided this be only to worthy conservation bodies or organisations.

MARCH 2014