

CONSTITUTION

NAMIBIA FEDERATION FOR **FRESHWATER ANGLERS**

REVISED:
09th APRIL 2015

CONSTITUTION
OF
THE NAMIBIA FEDERATION OF FRESHWATER ANGLERS
(ANGLING)

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1. NAME, HEADQUARTERS, ADDRESS, FINANCIAL YEAR

- 1.1. The name of the Federation shall be;
The Namibia Federation of Freshwater Anglers. (herein after referred to as “the Federation”) (Abbreviated NFFA).
- 1.2. The headquarters and postal address of the Federation shall be situated as decided from time to time at an Executive Committee Meeting.
- 1.3. The financial year of the Federation shall expire on **31st December** of each year.

2. LEGAL POSITION OF THE FEDERATION

- 2.1. Associations affiliated by the Federation shall not be liable for any of the debts of the Federation except to the extent of any unpaid membership subscriptions, levies or other debt incurred with the Federation.
- 2.3. The Federation may only sue or be sued in the name of its president in any Court of Law in the Republic of Namibia having competent jurisdiction.

3. PHILOSOPHY OF THE FEDERATION

The Federation is founded on the following beliefs

- 3.1. The freshwater environment, the fish species, their habitat, food and ecology are most important. Social, economic and recreational assets, which must be wisely and diligently used and managed, both for the current generation and those to follow.
- 3.2. The various facets which practice the discipline of freshwater sport fishing are commonly separate and autonomous angling Associations but share common factors in the basic ethics of their respective sports.
- 3.3. Having regard to the beliefs recorded in 3.1 and 3.2, it is considered to be in the best interests of the various freshwater angling facets that they should join in a Federation for the express purpose of co-ordinating their common interests for the benefit of all the facets and their respective members.

4. OBJECTIVES

- 4.1. To co-ordinate the functions and activities of all the freshwater angling facets affiliated to the Federation.
- 4.2. To represent its members, per mandate, at all bodies governing Namibian sports activities, environmental matters or any matter, which may affect freshwater angling.
- 4.3. To liaise with its members to strategize and identify matters of common interest to improve the sport of freshwater angling on national and international level and its position in the national sports arena. .
- 4.4. To encourage and support fish preservation programs and other scientific data collection efforts and to co-operate with scientific and educational institutions in this regard.
- 4.5. To encourage and support development programs undertaken by its members for the improvement of the sport of freshwater angling in general.
- 4.6. To liaise with its members to ensure that national and international tournaments which are being hosted and organized by them do not clash on dates or venues unless agreed to by the members concerned; and to compile and issue to its members and annual tournaments calendar of all its members national and international tournaments.
- 4.7. To raise funds for the purpose, philosophy and objects of the Federation as enunciated herein.
- 4.8. To affiliate with the Namibia National Sports Commission and other relevant national or international body which can contribute to the interest and/or objectives of the Federation.
- 4.9. To maintain a register of members.

5. MEMBERSHIP

- 5.1. Membership shall be available only to Associations of each internationally recognized facet of the discipline of sport or recreational freshwater angling.
- 5.2. Affiliated Associations shall at all time comply with the requirements of membership as set out in 5.3.

- 5.3. For application for membership of the Federation, a prospective Association shall submit a written application together with a copy of its constitution. The Association shall satisfy the Federation that it complies with the following requirements of membership.
- 5.3.1. It is a properly constituted body;
 - 5.3.2. It supports and upholds the beliefs;
 - 5.3.3. It has and will maintain a Constitution which will in no way conflict with the Constitution of the Federation;
 - 5.3.4. The rules governing the sport are not in conflict with the beliefs, philosophies and objectives of the Federation;
 - 5.3.5. The sport conducted by the applicant is a member or qualifies for a membership of an international sports body, which caters for the applicant's sport.
- 5.4. Associations affiliated to the Federation shall maintain accurate records of their membership and shall furnish the Federation with statistics showing the number of regional bodies or clubs affiliated to them and the number of individual members of those regional bodies or clubs.
- 5.5. Each member shall provide and update the information stipulated in 5.4 above in writing to the Secretary of the Federation not less than thirty (30) days before each Annual General meeting of the Federation.

6. MANAGEMENT OF THE FEDERATION

6.1 Executive Committee

- 6.1.1. All administration / management of the Federation is conducted and taken care of, in its entirety, by the Executive Committee (may be abbreviated as NFFA EXCO), comprising of the following Executive Officers:

The President
The Vice President
The Secretary
The Treasurer
The Development Officer

- 6.1.2. The Executive Committee shall meet whenever necessary in each calendar year.
- 6.1.3. The Executive Committee shall in turn, within thirty (30) days inform the Chairpersons of the Affiliated Member Associations, of events, and decisions.
- 6.1.4. The positions of the Executive Officers of the Federation shall be filled at the Annual General Meeting as set out in Clause 8.

6.1.5. **The President Shall:**

6.1.5.1. Preside as Chairman at all Executive Committee, Special General and Annual General Meetings, and shall only have a casting vote in cases where an equal division of votes occur.

6.1.5.2. Present a written report to the Annual General Meeting.

6.1.5.3. Be empowered to make all press releases and other communications to the media, other bodies or organizations.

6.1.5.4. The term of the Office of the President of the Federation shall be a four (4) year term, after which should the individual be willing to stand for another period, and that be the wish of the majority of members, and that the individual be elected for another four (4) year term, this term shall be allowed. This term shall be Re-Confirmed at every Annual General Meeting.

6.1.6. **The Vice President shall:**

6.1.6.1. In the absence of the President preside as Chairman at all Executive, Special General and Annual General meetings and shall assume the functions of the President as defined.

6.1.6.2. When attending Executive, Special General and Annual General Meetings in his capacity as Vice President, have a vote only.

6.1.6.3. The term of the Office of the Vice President of the Federation shall be a four (4) year term, after which should the individual be willing to stand for another period, and that be the wish of the majority of members, and that the individual be elected for another four (4) year term, this term shall be allowed. This term shall be Re-Confirmed at every Annual General Meeting.

6.1.7. **The Secretary shall:**

6.1.7.1. Keep minutes of the proceedings of all Executive, Special General and Annual General Meetings and send copies thereof to all members within thirty (30) days of such meetings.

6.1.7.2. Keep and maintain all secretarial and administrative records and registers as may be necessary and as may be determined by the Executive Committee from time to time.

- 6.1.7.3. Have a vote at all meetings.
- 6.1.8. **The Treasurer shall:**
- 6.1.8.1. Be responsible for the collection and proper administration of all financial aspects of the Association.
- 6.1.8.2. Give effect to and be guardian of the approved budget.
- 6.1.8.3. Be responsible for the maintenance and updating of books of the accounts and other documents of the Federation.
- 6.1.8.4. Prepare Statements and Accounts which shall be audited, copies whereof shall be circulated by the Secretary to all members not less than thirty (30) days prior to the Annual General Meeting.
- 6.1.8.5. Deposit all monies belonging to and received by the Federation in a banking account nominated by the Executive Committee for the credit of the Federation.
- 6.1.8.6. Ensure that all payments made by the Federation are made by cheque drawn on the Federation's banking account and signed by the Treasurer and any one of the President and Secretary.
- 6.1.8.7. Have a vote at all meetings.
- 6.1.9. **The Development Officer shall:**
- 6.1.9.1. Be responsible for the implementation of the Federation's objectives as set out in Clause 4.5 hereof and liaise with the Development Officer of the National Sports Commission to ensure that the members comply with the development programme policy as defined by the National Sports Commission.
- 6.1.9.2. Obtain reports from affiliated Associations on their development program and collate and prepare a report for submission to the Annual General Meetings of the Federation and the National Sports Commission.
- 6.1.9.3. Shall present himself / herself at all Affiliated Member Association National Angling Trials. Should his / her office not be able to comply for reasons beyond control, arrangements shall be made within the Federation Executive Office for representation.

6.1.9.4. Have a vote at any meeting.

6.1.10. **Nominated Delegates:**

6.1.10.1. Each affiliated Association shall be entitled to nominate from within its membership, two delegates to represent it at Special General and Annual General Meetings. A written nomination, duly authorised by the Secretary of the respective Association, shall be submitted to the Secretary of the NFFA before the commencement of the meeting. Associations shall however, endeavour to have its Chairman and Secretary or Treasurer to attend all meetings.

6.1.10.2. No person shall be entitled to act as a delegate for more than one (1) Association and no Executive Officer shall be entitled to act as a delegate for any Association.

6.1.10.3. No delegate of an Association shall have the right to attend any meeting of the Federation in the event of that member being under suspension for any reason.

6.1.11. **Special Powers of the Executive Committee:**

In addition to its general powers and duties the Executive Committee shall have the following powers and duties;

6.1.11.1. To act notwithstanding any vacancy or vacancies in the Executive Committee, provided that a quorum shall be present at all meetings.

6.1.11.2. To fill any vacancy occurring amongst the Executive Officers by appointing an eligible person who shall hold office until the next Annual General Meeting.

6.1.11.3. Subject to the approval by fifty percent (50%) plus one (1) vote , of the members in general meeting entitled to vote and voting, expel or suspend for such period as it may recommended, any member who, after due enquiry, is found not to have complied with any of the provisions of the Constitution, or any rule or regulation of the Federation, or has conducted itself in a disgraceful or un-sportsman-like manner, or any manner which the Executive Committee considers detrimental to or not in the best interest of the Federation.

- 6.1.11.4. To without the approval of the members in general meeting or otherwise, either instead of, or in addition to recommending the suspension of any member, impose a monetary fine, as provided for in Clause 7., on any member being found, after due enquiry, to have transgressed or conducted itself as provided for in Clause 6.1.11.3.
- 6.1.11.5. To recover the costs of the Federation incurred in connection with any enquiry in respect of any transgression or conduct referred to in Clause 6.1.11.3. from a member found to be guilty of any such transgression or conduct, including the costs of any disciplinary, arbitration, and appeal proceedings.
- 6.1.11.6. To deal with the affiliation to and membership of the Federation.
- 6.1.11.7. To engage for any purpose considered to be in the interests of the Federation, the services of any person or organization upon such terms and conditions as may be deemed expedient.
- 6.1.11.8. To hire premises for any purpose of holding Executive or General Meetings and to purchase such equipment, books and stationery as may be necessary for the proper administration of the Federation.
- 6.1.11.9. To open and operate banking and investment accounts as may be considered necessary.
- 6.1.11.10. To control the receipt and expenditure of the Federation funds and to ensure that all monies belonging to and received by the Federation are deposited in its banking account.

7. SANCTIONS FOR MISCONDUCT

- 7.1. The following sanctions in addition to expulsion shall apply for any transgression or conduct referred to in Clause 6.1.11.3.

7.1.1 First Time Offenders.

- 7.1.1.1. Suspension for a maximum of 12 months, or
- 7.1.1.2. A maximum fine of N\$ 3,000.00, or
- 7.1.1.3. Both such fine and suspension.

7.1.2. Second Time or Multiple Offenders.

- 7.1.2.1. Suspension for a minimum of 24 months, or
- 7.1.2.2. A minimum fine of N\$ 10,000.00, or
- 7.1.2.3. Both such fine and suspension.

8. RIGHT OF REPRESENTATION BY MEMBERS

- 8.1. Notwithstanding the provision of Clause 4.2., it shall be the right of each member to attend and be individually represented at all levels of government and at meetings of the National Sports Commission or such other body or bodies which may from time to time be charged with the control of sport, or resources, or any other matter effecting the sport of the member concerned and to make such representation to the bodies referred to above, as the member may consider necessary for the promotion, furtherance or protection of its sport or related activities.
- 8.2. In the event of a member proposing to make such representations as are referred to above, at a meeting at which the President will be attending and representing the Federation, that member shall inform the President of the name, address and telephone number of the person who will be representing it, and provide a summary of the proposed representation not less than seven (7) days prior to the meeting.
- 8.3. A nominated delegate of an Affiliated Member Association has the right to attend Executive Committee meetings, as a guest, if so requested by the Affiliated Member Association.

9. ANNUAL GENERAL MEETINGS

- 9.1 The Executive Officers shall convene the Annual General Meeting of the Federation **on or before the 30th April** each year.
- 9.2. Affiliated Associations shall nominate in writing to the Secretary, **not less than thirty (30) days prior** to the Annual General Meeting their nominations for all the Executive Officers (if necessary). A list of all nominations shall be distributed to all Associations and election by ballot shall take place at the Annual General meeting.
- 9.3. The offices of the Secretary and Treasurer may be combined in which case such a person will have only one vote.
- 9.4. The Executive Officers and nominated delegates shall be members in good standing of affiliated Associations of the Federation.
- 9.5. The Executive Officers, elected in terms of this Clause, shall hold office from the conclusion of the Annual General Meeting at which they were

elected until the conclusion of the following Annual General Meeting. Refer clause 6.1.5.4. and clause 6.1.6.3.

- 9.6. At an Annual General Meeting an Auditor shall be appointed to audit the Federation's books for the financial year. The auditor shall be a registered chartered accountant.
- 9.7. The Agenda for the Annual General Meeting shall include, inter alia, the following –
 - 9.7.1. Confirmation of nominated delegates credentials.
 - 9.7.2. Consideration and approval of reports by Executive Officers.
 - 9.7.3. Consideration and approval of a budget for the following year.
 - 9.7.4. Approval of the financial statements of the previous financial year
 - 9.7.5. Election of Office Bearers.
 - 9.7.6. Membership and subscription fees proposed to be levied for the following year.
 - 9.7.7. Any other business of which due notice has been given.

10. SPECIAL GENERAL MEETINGS

- 10.1. A Special General Meeting of the Federation may be convened at any time by the Executive Committee or it shall do so, upon receipt of written requisition, of at least two (2) members, being served on the Secretary.
- 10.2. A requisition referred to in Clause 10.1. shall clearly set out the object or objects for which the meeting is called.
- 10.3. The Executive Committee shall upon receipt of a requisition referred to in Clause 10.1 convene a meeting for a date not later than thirty (30) days from the date of receipt of such a requisition.

11. MEETINGS

- 11.1. **Not less than sixty (60) days** written notice of all **Annual General Meetings** shall be given by e-mail or fax to members of the Executive Committee and affiliated Associations of the Federation respectively.
- 11.2. Items for the Agenda of the Annual General Meeting shall be delivered, e-mailed or faxed by affiliated Associations to reach the Secretary not later **than thirty (30) days** prior to the meeting.
- 11.3. The Secretary shall forward a compiled agenda to the Federation Officers, Chairman's or Representatives of each Affiliated Member Association not later than fifteen (15) days prior to the meeting.

11.4 **Attendance**

- 11.4.1. At any Special General and Annual General Meetings, two thirds of the Executive Officers, as well as two thirds of all affiliated Associations shall form a quorum.
- 11.4.2. In the event of a quorum not being present at any meeting referred to in Clause 11.4.1. such meeting shall be adjourned to a date, fourteen (14) days, or its closest convenient date to all members thereafter, but no longer than a date of thirty (30) days after the original adjourned meeting and such Executive Committee members or Nominated Delegates of Affiliated Associations as then attend, shall be deemed to form the necessary quorum.
- 11.5. All individual members of affiliated Associations of the Federation shall have the right to attend Executive, Special General and Annual General Meetings and shall have the right of observer status only, and only accredited delegates shall have the right to propose or second any motion and to vote.
- 11.6. Each delegate at Special General and Annual General Meetings shall have one vote.
- 11.7. No proxy votes will be allowed.
- 11.8. Save that the President shall have a casting vote as provided in Clause 6.5.1., the delegates at Executive, Special General and Annual General Meetings shall constitute the total voting power at such meetings.
- 11.9. The vote of the majority shall in all cases bind the minority.

12. **CONTROL OF EXPENDITURE**

- 12.1. Neither the Executive Committee nor any member thereof may incur any liability on behalf of the Federation other than expenditure specifically provided for in the approved budget for the year in question.
- 12.2. The costs of Executive Officers and nominated delegates attending Executive, Special General and Annual General Meetings shall be borne by their respective Associations.
- 12.3. The costs of the President attending meetings of the National Sports Commission shall be borne by the Federation.

13. MEMBERSHIP FEES AND SUBSCRIPTIONS

13.1. The amounts that shall be payable by each member, shall be as follows –

13.1.1. Membership Application fee as determined by the members in General Meeting from time to time.

13.1.2. Annual Subscriptions shall be determined at each Annual General Meeting for the following financial year, and shall be fixed on the basis that the amount thereof shall be sufficient to discharge the amount of budgeted expenditure for the year in terms of the budget approved at the Annual General Meeting.

13.2. Members shall be obliged to pay all monies due by the Federation on or before the date of the Annual General Meeting.

13.3. Any member who fails to pay monies due by it in terms of Clause 13.1. to the Federation on or before the date of the Annual General Meeting from the due date referred to in Clause 13.2. shall automatically be suspended from membership of the Federation.

14. HONORARY MEMBERS

The following office-bearers, who shall have no voting rights, may also be elected at the Annual General Meeting. The following Office Bearers can be asked, and may represent the National Namibian Sport Code of Freshwater Angling in their capacity, at National and International Level.

14.1. Patron

Nominations for Patron shall be made only on the grounds of such a person being a respected National Dignitary, who has actively supported the interests of Namibia Freshwater Angling. The honorary member shall have no voting rights. Nominations together with a full motivation shall be submitted to the secretary of the Federation not later than thirty (30) days prior to the Annual General Meeting. The honorary member can be asked by the Federation, and may represent the National Sport Code of Namibian Freshwater Angling in his/her/capacity, at National and International Levels.

14.2 Honorary President.

Nominations for Honorary President shall be made only on the grounds and in appreciation of such person's services to Namibia Freshwater Angling in the capacity of president, at Namibia Federation Level, at National and International levels for a period of not less than eight (8)

years, and shall be submitted with a motivation for such nomination not later than thirty (30) days prior to the Annual General Meeting.

The honorary member shall have no voting rights.

The honorary member can be asked by the Federation, and may represent the National Sport Code of Namibian Freshwater Angling in his/her/capacity, at National and International Levels.

14.3. **Honorary Members**

Nominations for Honorary Members of the National Sport Code of Namibia Freshwater Angling shall be made only on the grounds, and in appreciation of such person's services to Namibia Freshwater Angling at National and International level for a period of not less than eight (8) years, and shall be submitted with a motivation for such nomination not later than thirty (30) days prior to the Annual General Meeting.

Honorary Members within the National Sport Code of Namibian Freshwater Anglers may be recognized for their services at Federation, and or Member Association Level. The honorary member/s shall have no voting rights. The honorary member/s can be asked by the Federation, and may represent the National Sport Code of Namibian Freshwater Angling in his/her/capacity, at National and International Levels.

15. **SPORT CODE OF ETHICS.**

15.1. All Namibia Federation Office Bearers are bound by a " Code Of Ethics " when they take office.

15.2. The " Code Of Ethics " ensures the smooth administration of the Namibia Federation For Freshwater Anglers, and Namibian Freshwater Angling.

15.3. All Federation Officers shall on leaving office, ensure a smooth hand over to the new Federation Office Bearers. All Administration Correspondence, E-mail, Files, Information, Tapes etc. shall be handed over within a calendar month period.

16. **AMENDMENT TO CONSTITUTION**

This Constitution may only be altered or amended by **a two-thirds majority** of the established voting power at the Annual General Meeting and / or Special General Meeting. Due notice of the Annual General Meeting and / or Special General Meeting, and the proposed resolution and motivation therefore shall be given to the Executive Officers and all affiliated Associations.

17. INTERPRETATION

Should any doubt arise as to the interpretation of any of the provisions of this constitution, the interpretation placed thereon by the Executive Committee shall be final and binding on all members.

18. INDEMNITY

The Executive Officers and nominated delegates shall be indemnified by the Federation against all liabilities incurred by them in the execution of their duties, save for those acts of omission or commission where personal liability attaches the law.

19. DISSOLUTION

In the event of the Federation being wound up or dissolved, the members in General Meeting shall appoint liquidators and may give directions as to the method of winding up and the distribution of any assets, provided that the assets remaining after the satisfaction of liabilities shall only be given or transferred to a Federation, Company, Society or Association with objects similar to the objects of this Federation.

20. APPROVAL OF CONSTITUTION

This constitution was amended and approved by a two-thirds majority at an Annual General Meeting held at the Facility of Bauernstube, in Windhoek on Thursday 09th April 2015.

Signed by:

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President: NFFA

Date:

Signed by:

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Secretary: NFFA

Date: