SAFDA
SOUTH AFRICAN FLYING DISC ASSOCIATION

1. Name

1.1. The organisation will be called the **South African Flying Disc Association**.

1.2. The shortened name will be **SAFDA**.

1.3. SAFDA will be a Body Corporate and have an identity and existence distinct from its members or office-bearers

1.4. The organisation shall:

- Exist in its own right, separately from its members.
- The organisation will still continue to exist notwithstanding changes in the composition of its membership or office-bearers and be able to sign contracts and enter into other relationships.
- It can sue and be sued in its own name.
- Be able to own property and other possessions.

2. Objectives

2.1. Promote the nature and benefits of flying disc sports.

2.2. Promote a spirit of goodwill and friendship for all people involved in flying disc sports.

2.3. Lobby government organisations on behalf of flying disc sports.

2.4. Maintain rules of competition for flying disc sports.

2.5. Assist in the administration of regional or special interest flying disc sport associations with similar aims.

2.6. Facilitate and oversee annual South African National events in flying disc sports.

2.7. Select South African representatives for World Championships in flying disc sports.

2.8. Promote the growth of flying disc sports within each region of South Africa.

3. Income and property

3.1. The organisation will write down and keep a record of everything it owns

3.2. The organisation may not give its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation through a tender process of at least three independent quotations

3.3. A member of the organisation can only get money back from the organisation for expenses that he or she has paid on behalf of the organisation, if expenditure has been approved by the active committee.

3.4. Members or office bearers of the organisation do not have the right over the property or other assets that belongs to the organisation, solely by virtue of their being members or office-bearers.

3.5. If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions as explained in section 1 of the Financial institutions (Investment of funds) Act, 1984.

4. Membership and General Meetings

4.1.1. Any person who is interested in flying disc sports shall be eligible for membership of the Association.

4.1.2. A person ceases to be a member of the Association if the person:

4.1.2.1. Resigns by notice in writing delivered to the membership committee

4.1.2.2. Fails to satisfy the conditions of membership set by the management committee

4.1.2.3. Acts against the interest of the Association, to the agreement of the management committee, following an inquiry process of natural justice.

4.1.3. Every member has one vote.

4.1.4. Members of the organisation should attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of the organisation.

5. Management

5.1.1. A management committee will manage the organisation. The management committee will be made up of no less than four members. They are the office bearers of the organisation.

5.1.2. Office bearers will serve for one year. They can stand for re-election for another term in office after that. Depending on services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.

5.1.3. If a member of the management committee does not attend three management committee meetings in a row without a proper excuse, then the management committee will find a new office bearer to take that person's place.

5.1.4. The management committee shall meet as often as it sees fit to manage the affairs of the organisation, being no less than once per year. More than a third of the management committee need to be at the meeting to make decisions that are allowed to be carried forward. If the management committee is made up of four members, then at least three management committee members have to be there for decisions they make to be allowed to be carried forward. Management meetings may be held using electronic communications.

5.1.5. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting.

5.1.6. Minutes will be taken at every meeting to record the management committee`s decisions. The minutes of each meeting will be given to the management committee members one week before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

5.1.7. The organisation has the right to form sub-committees. The decision that sub-committees make must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee`s meeting. By agreeing to the decisions the management committee ratifies them. All members of the organisation have to abide by decisions taken by the management committee.

5.1.8. The management committee has the power and authority to raise funds or to invite and receive contributions.

5.1.9. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

6. Powers of the Organisation

6.1. The management committee has the power and authority to raise funds or to invite and receive contributions.

6.2. The management committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.

6.3. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

6.4. The management committee has the power to create subcommittees that help fulfill the objectives of the organisation.

6.5. The management committee shall abide by the laws and regulations that prescribe the conduct and proper governance of nonprofit organisations (NPOs).

SOUTH AFRICAN FLYING DISC ASSOCIATION

7. Meetings and Procedures of the Committee

7.1. The management committee must hold at least two ordinary meetings each year.

7.2. The chairperson, or two members of the committee, can call a special meeting if they want to, but they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days' notice.

7.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

7.4. There shall be a quorum whenever such a meeting is held. For an Exco meeting 3 Exco members shall be present.

7.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.

7.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.

7.7. If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Alternatively it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

8. Annual General Meetings

8.1. The annual general meeting must be held once every year, either over an electronic communication tool (such as Discord) or at the organisation's National tournament, near the end of the calendar year.

8.2. All members of the organisation that are over eighteen (18) years of age will be allowed to vote at the annual general meeting.

8.3. A quorum shall exist when 20 members are present at the annual general meeting.

8.4. The organisations should deal with the following business, amongst others, at its annual general meeting:

8.4.1. Agree to items to be discussed on the agenda.

8.4.2. Write down who is there and who has sent apologies because they cannot attend.

8.4.3. Read and confirm previous meeting's minutes with matters arising.

8.4.4. Chairperson's report.

8.4.5. Treasurer's report.
8.4.6. Elect new office bearers.
8.4.7. Any other business requiring the consideration of the Association.
8.4.8. Close the meeting.

9. Finances

9.1.1. An accounting officer shall be appointed at the annual general meeting. His or her duty is to check on the finances of the organisation.

9.1.2. The treasurer's job is to control the finances of the organisation, along with at least one other person from the organisation. They have to arrange for all funds to be put into a bank account in the name of the organisation.

9.1.3. Whenever funds are taken out of the bank account, the treasurer and at least one other member of the organisation must sign the withdrawal.

9.1.4. The financial year of the organisation starts on 01 March and ends on 28 February.

9.1.5. The organisation`s accounting records must be ready and handed to the director of Non-profit Organisations within six months after the end of the financial year.

9.1.6. The organisation may not enter into any debt whatsoever.

9.1.7. If SAFDA has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Alternatively SAFDA can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act 1985. SAFDA can go to different banks to seek advice on the best way to look after its funds.

10. Changes to the constitution

10.1.1. The constitution can be changed by a resolution. The resolution has to be agreed upon by not less than two thirds of its members who are at the meeting. Members must vote at the annual general meeting, or at a specifically called general meeting to do this.

10.1.2. A written notice must go out not less than twenty eight (28) days before the meeting at which changes to the constitution are going to be processed. The notice must say that proposed changes to the constitution will be discussed at the meeting.

11. Dissolution

11.1.1. The management committee has the final say in this, but when the organisation closes down, if there is a property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another organisation that has the same or nearly the same objectives. The organisation`s general meeting can decide what organisation this should be. If it cannot reach a decision the Department of Welfare`s Directorate for non-profit organisations will decide.

11.1.2. No amendments may be made to the constitution which would have the effect of making the organisation cease to exist.

Adoption of constitution

11.2. This constitution was approved and accepted by the people that have signed at the bottom of this clause at a meeting held in April 2012.

11.3. A resolution to this constitution was approved and agreed to as per clause 10.1.1 at a meeting held in November 2023.

11.4. A resolution to this constitution was approved and agreed to as per clause 10.1.1 at a meeting held in December 2024.