

CONSTITUTION

OF THE CAPE HUNTER'S AND GAME CONSERVATION ASSOCIATION



ISSUE 8: UPDATED 13 APRIL 2019

ENGLISH VERSION SIGNED BY

.....
THE PRESIDENT OF CAPE HUNT

AT DURBANVILLE ON

.....

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CONSTITUTION OF THE CAPE HUNTERS AND WILDLIFE CONSERVATION SOCIETY (CAPE HUNT)

1. NAME

The name of the Association is the CAPE HUNTERS AND GAME CONSERVATION ASSOCIATION (known as CAPE HUNT), hereinafter called the ASSOCIATION.

2. LEGAL PERSONALITY

2.1 The ASSOCIATION is a juristic person and will, in its own name and independently of its members, purchase, obtain and own movable and immovable assets; incur liabilities and obligations, and institute legal proceedings and defense.

2.2 The financial liability of members of the ASSOCIATION is limited to the membership fees due and payable by members under the provisions of the Constitution.

3. HEADQUARTERS

The headquarters of the ASSOCIATION is located in Bellville, WESTERN CAPE PROVINCE.

4. AFFILIATION

The ASSOCIATION may, in the interest of its members, affiliate with a national body or bodies that strives to the goals of the society and is to the general benefit of the members of the society. The affiliation to such a body will however not be detrimental to the independent legal personality of this organization and/or its members.

5. GOALS

The objectives of the ASSOCIATION:

5.1. To promote knowledge of and love for wildlife and nature

5.2. To collaborate with all governments, organizations, institutions or individuals who pursue the same or related objectives in the conservation, protection, development and distribution of fauna and flora;

5.3. To strictly adhere to and promote abidance to all laws, ordinances, regulations or official instructions regarding the protection of fauna and flora;

5.4. To practice and promote good amateur sportsmanship

5.4.1. in respect of hunting and to actively counteract the destruction of wildlife and nature, without taking into consideration effective conservation,

5.4.2. in respect of sport shooting, with the intention of establishing good shooting skills with our members and to offer opportunities for participation in ASSOCIATION related activities

5.5. To disclose hunting opportunities to its members on a regular basis and to strive to get discounts from ranchers for members of Cape Hunt.

5.6. To not have profiteering as it's principle focus, but to exercise the following rights:

5.6.1. To acquire, purchase or rent any fixed property necessary or desirable for the realization of the objectives of the ASSOCIATION, and to lease or mortgage such fixed property or to tax it in any other way;

5.6.2. To borrow money and to guarantee repayment of it in order to fulfill the objectives of the ASSOCIATION, to provide security for the obligations of the ASSOCIATION by the pledge or mortgage of the assets of the ASSOCIATION or taxing it in any other way;

5.6.3. To invest money by any means, to recall investments and to have them reinvested;

5.6.4. To lend money to any person, company or institution, or to provide guarantees and suretyship, and secure compliance in any way;

5.6.5. To buy and sell shares;

5.6.6. To open bank accounts, to manage them and overdraw or close such accounts;

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5.6.7. To establish special interest groups to further such groups' interests.
 To establish branches of Cape Hunt in order to accommodate geographical units.
 Branches and special interest groups will be represented by their President or his proxy in the Executive Board of the ASSOCIATION;

Branches will be established and operated in accordance with the provisions in Schedule 2.

5.6.8. To take all steps and actions in general, as may be reasonably necessary or desirable in achieving the aforementioned objectives of the ASSOCIATION.

6. NON-POLITICAL NATURE

The ASSOCIATION functions on a non-political basis and is not politically associated.

7. MEMBERSHIP

Membership to the ASSOCIATION is open to male and female persons, and the ASSOCIATION consists of:

7.1. Ordinary Members

Only persons aged 18 or older qualify for ordinary Membership. Application for membership must be made in writing to the Executive Board. Such application must be accompanied by the prescribed joining and annual fees. The fees are annually fixed at the Annual General Meeting. The Executive Board will approve or reject such application without any obligation to furnish reasons for its decision. After acceptance of the application, the ordinary members are entitled to participate in all proceedings and activities organized and presented by the ASSOCIATION. If the application is rejected, the annual fee and 90% of the joining fee is refunded to the applicant.

7.2. Junior members

Junior membership is limited to the children of existing members, which children will not be younger than 10 years and not older than 18 years, or to any child within this age range for whom an existing ordinary member assumes liability in writing regarding such a child's conduct and financial obligations to the ASSOCIATION. Application for and selection of junior membership is the same as for ordinary members.

Junior members' joining fee is the same as that of ordinary members. Annual fees for junior members are annually fixed at the AGM of the ASSOCIATION. Members older than 18 years, but who are still dependent on their parents or guardians, who wish to remain paying junior membership fees must annually submit a written reasoned application to the Executive Board of Cape Hunt. The age for junior participation in shooting competitions will be similar to the CHASA rules which apply for junior participation in shooting events.

7.3. Dedicated Member

To be registered as a dedicated member, a prospective member must:

7.3.1. Already be a worthy, paid-up member of the ASSOCIATION;

7.3.2. Successfully complete the prescribed CHASA Proficiency Test as well as the Practical Shooting Test for hunters and annually submit proof of hunting and related activities.

7.3.3. Accept and agree that Cape Hunt may give all information regarding Dedicated Members' continued status as a Dedicated Hunter or the termination thereof to the Registrar of the Central Firearms Registry, as is specifically required by Regulation 2 (b) (i) and

(ii) of Act 60 of 2000;

7.3.4. Accept and agree that Cape Hunt will review and evaluate the Dedicated Member's bona fides and activities from time to time;

7.3.5. No professional or occupational hunters business can or may be practiced in accordance to the Dedicated Member's dedicated hunter certificate;

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7.3.6. Cape Hunt retains the exclusive right to terminate the dedicated status of a member if such a Dedicated Member no longer meets the requirements of dedicated status, as well as to provide the Registrar of the Central Firearms Registry with the particulars. The proposed termination of a member's status will be given by way of a written notice to such a member, which member will be given the opportunity to make representations against such intended action to the Executive Board of Cape Hunt.

7.3.7. A Dedicated Member has the right to terminate his dedicated status himself, in writing, for whatsoever reason.

7.4. Honorary Members

Honorary membership may be awarded on an annual basis at the discretion of the Annual General Meeting by a majority vote. Honorary members are exempt from payment of joining fees and annual fees and enjoy the same rights as ordinary members.

7.5. Honorary Life Members

Honorary life membership may be awarded by majority vote at the Annual General Meeting of the ASSOCIATION to a person or persons who have delivered or who can deliver an exceptionally valuable service to the ASSOCIATION, or in furtherance of its objectives. Such members are exempt from joining fees and annual fees and enjoy the same rights as ordinary members.

7.6. Family Membership

A family living together that applies for new membership only has to pay one joining fee. There is only one principal member and the Newsletter and other correspondence is sent to the principal member only. The principal member pays the full annual fee in respect of himself and the other additional adult/s in the family pay half of the annual fee payable. The children will be liable to pay the normal annual fee payable in respect of junior members.

If any family member who has not previously been a member now qualify or wish to apply for membership of the Association and the main member is a fully paid member, no joining fee in respect of such member will be charged.

7.7. Pensioners

Pensioners may apply to pay a reduced fee once the member has reached the age of 65 years.

7.8. Freeze of Membership

Members who want to retain their membership, but who live outside our borders, may apply for their membership to be frozen. They pay no fees, do not receive mail and their membership does not expire. This concession does not apply to Dedicated Hunters. (Dedicated Hunter status is granted by CHASA to members who passed the prescribed tests and whose application is accepted.)

8. TERMINATION OF MEMBERSHIP

8.1. A member can terminate his/her membership by means of a written resignation, which the Secretary of the ASSOCIATION must receive before the date that subscription fees for the new year are payable.

8.2. The Board can terminate membership of any member if the Board believes that such member did not act in the interest of the ASSOCIATION or did not act in accordance to any of the conditions of membership.

8.3. If a member's membership is terminated, such a member will forfeit any money already paid by him/her and any property of the Association in such person's possession must be returned to the ASSOCIATION without delay.

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9. SUBSCRIPTIONS

9.1 Membership fees and joining fees are determined from time to time by the financial subcommittee that submit a budget to the board meeting for approval at the last board meeting before the Annual General Meeting.

9.2 Membership fees and joining fees are ratified at the Annual General Meeting of the Association following the submission and approval of the Board.

9.3 Unless otherwise stated, each member pays a joining fee and annual fee when he joins, and subsequently only an annual fee.

9.4 Annual fees are payable within a period not exceeding 90 days after the Annual General Meeting.

10. CODE OF CONDUCT AND DISCIPLINARY CODE

Members of this association endorse the Code of Conduct (Credo) of Cape Hunt upon joining and focus on pursuing this code in every aspect. Individuals or interest groups are also subject to the disciplinary code of this association. Any individual or group who acts in a manner that can jeopardize the good name and prestige of this association or its Code of Conduct, may after consideration and investigation by the Executive Board, or a committee appointed by this board, have one or more of the following disciplinary actions imposed upon them:

- Be reprimanded / be accosted;
- Have their membership temporarily suspended;
- Have their membership cancelled
- Any other disciplinary action which the Executive Board of this association may decide upon according to the degree of misconduct or behavior of the member or group.
- Members who are guilty of misconduct that leads to conviction in a court of this country, where the misconduct is a transgression against any of the laws that are in force in any province of South Africa, relating to the management and regulation of hunting, wildlife and the control of firearms. The Executive Board can make such a member automatically subject to the above disciplinary action without any right of appeal.
- Members who are guilty of non-payment of membership fees, are automatically subject to said disciplinary action.

The Disciplinary Code's regulations as defined and that is available at the office of the Association forms part of this constitution. The Executive Board may from time to time introduce changes and approve these regulations.

11. MANAGEMENT OF THE ASSOCIATION

11.1. Executive Board

The Board of the ASSOCIATION is elected annually at the Annual General Meeting of the ASSOCIATION by a majority vote. Votes are cast per head at the General Meeting, and nominations by mail, proxy and postal votes, which include fax and e-mail votes, are accepted. Such board consists of a President, Chairman, Vice President, Secretary, Treasurer and such additional members as the Executive Board may recommend at a general meeting. Nominations by mail, postal votes and proxy votes will be handled according to the ordinance in the Third Schedule. Existing board members, except for the President, retire annually and are eligible for re-election, provided that a board member will not hold the position of President for more than three consecutive years. The tenure of the President is two years and he can be re-elected. The President may ask the meeting for an extension of an incumbent's term by one year, if no other nominations for that post have been received. Chairmen of branches and special interest groups are members of the Executive Board.

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11.2. Executive Committee

The Executive Committee of the ASSOCIATION shall consist out of the Chairman, the Secretary, the Treasurer and/or any other board member as it deems fit. The Executive Committee's duties include the implementation of Executive Management decisions and the daily administration of the association. Urgent decisions can also be made by the Executive Committee, provided that it is to the benefit of the association and that it is ratified by the Executive Management as soon as practicable.

11.3. Vacancies

Management has the right to fill any vacancy in its ranks through an expired term of the board member that caused the vacancy. Management may co-opt in its discretion additional members at any time.

11.4. Absence

A member of the board who has been absent from three consecutive board meetings without leave, ceases ipso facto to be a member of the board.

11.5. Branch and Interest Group Committees

Branch Committees / Interest Group Committees have to be chosen in the same manner as stipulated above, within 30 days after the AGM of this ASSOCIATION. These committees are on this level just as subject to the regulations of this constitution as all other committee members.

12. AUTHORITIES AND DUTIES OF THE EXECUTIVE COMMITTEE

The Committee has the following authority and duties:

- 12.1. To respectively control and manage the business and interests of the ASSOCIATION to the best of its ability;
- 12.2. To perform all operations that it must perform under this Constitution;
- 12.3. To give effect to all assignments of each General Meeting of the ASSOCIATION;
- 12.4. To assemble at least three times a year;
- 12.5. To employ people in its discretion for the performing of tasks for the ASSOCIATION, and to determine such people's employment conditions;
- 12.6. To exhort, to warn or to suspend a member for a certain time or to terminate his membership if such a member acts contradictory to any provision of this Constitution or if he behaves unsporting, unworthy or harmful to the ASSOCIATION'S good name and reputation;
- 12.7. To generally take all steps or perform all operations, subject to the provisions of this Constitution, that may be reasonably necessary or desirable to realize the aforementioned objectives of the ASSOCIATION.

13. SIGNING POWERS

Any document in connection with or in compliance with any provision of this Constitution that must be signed, must be signed by at least two of the following: Chairman, Vice-Chairman, Secretary, Treasurer and any other board member at the discretion of the Executive Committee.

14. REAL ESTATE

Real estate as well as mortgages by or in favor of the ASSOCIATION are registered in the name of the CAPE HUNTERS AND GAME CONSERVATION ASSOCIATION (CAPE HUNT).

15. AMENDMENT OF CONSTITUTION

15.1. The Constitution can only be amended by a two-thirds majority of voting members present at an Annual General Meeting or a Special General

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Meeting. Proxy votes and postal votes, which include fax and e-mail voting, are accepted. Postal votes and proxy votes will be handled according to the ordinance in the Third Schedule 15.2. The proposed amendment to the Constitution must be set out in the notice of the relevant meeting and fundamentally it must be adopted or rejected in its circulated form at the meeting.

16. ORGANIZE OF AND PROCEDURE AT MEETINGS

- 16.1. Annual General Meetings must be held before 30 April each year.
- 16.2. Notice of an Annual General Meeting or a Special General Meeting is given by means of an electronic notice to all members at their last known email address and at least fourteen days before the date of the proposed meeting.
- 16.3. At an Annual General Meeting or Special Meeting, the members present form a quorum and the President acts as chairman, or in his absence the Chairman, or if he is also absent, then the Vice-Chairman. All decisions at such a meeting are made through an ordinary majority vote, unless expressly stipulated otherwise herein.
- 16.4. At a Board meeting half of the Board members form a quorum and all decisions are made by simple majority vote, unless expressly stipulated otherwise herein.
- 16.5. In the event of an equality of votes on any of the aforementioned meetings, the chairman has a casting vote in addition to his normal vote.
- 16.6. The Board may call a Special General Meeting if it deems it necessary. Furthermore, a minimum of eight members entitled to vote may compel the Board to convene a Special General Meeting by putting such a request in writing and with furnished reasons included, which meeting will be convened within forty days of receipt of such request, with written notice of at least fourteen days to all members.
- 16.7. Each member entitled to vote has only one vote and if a member's overdue membership fees are not paid at least seven days prior to any aforesaid meeting, he may not vote at that meeting.

17. AUDITORS

The books and accounts of the ASSOCIATION are audited by an honorary accountant and certified under the Public Accountants Act of 1951. The Annual General Meeting selects an honorary accountant or an accounting firm and approves its funds.

18. INDEMNIFICATION OF MANAGEMENT

A member of the Board is indemnified against payment of all costs, losses, damages and expenses which he/she might legally be responsible for due to his/her action or omission on behalf of the ASSOCIATION, and the ASSOCIATION will bear such costs, losses, damages or expenses itself, unless it was caused by malicious intent, theft or fraud and any other wrongful act of such member of the Board.

19. DISSOLUTION

19.1. The ASSOCIATION may be dissolved by a decision made by a two-thirds majority of members authorized to vote present at an Annual General Meeting or a Special General Meeting convened for this purpose, and of which notice has been given in accordance with the provisions of this Constitution. A quorum for such meeting consists out of at least one-fifth of the total number of members of the ASSOCIATION authorized to vote. If such quorum is not present, the meeting is adjourned for a fortnight, and when such a meeting takes place, the number of members authorized to vote then present will form a quorum.

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19.2. On dissolution of the ASSOCIATION all assets of the ASSOCIATION are transferred to the Cape Department of Nature and Environmental Conservation or its successor in title, which transfer will be in force as from eighteen calendar months from the date of termination and the assets will thus be transferred.

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**CAPE HUNTER'S AND GAME CONSERVATION ASSOCIATION
(CAPE HUNT)**

**INSTRUCTIONS FOR THE ESTABLISHMENT AND OPERATIONS OF A
BRANCH OF CAPE HUNT
SECOND SCHEDULE**

1. Instructions for the establishment of a branch of Cape Hunt

1.1. Objective

1.1.1. A branch is established with the aim of bringing activities within the reach of members.

1.2. Formation and Dissolution of a Branch

1.2.1. A branch will consist of at least 40 ordinary paid up members.

1.2.2. A branch may apply in writing to cease existence.

1.2.3. Membership of Cape Hunt is unaffected by the dissolution of a branch.

1.2.4. On a dissolution of a branch, all tangible and intangible assets will revert back to the ASSOCIATION.

1.3. Distance

1.3.1. The seat of the established branch will be further than 75 miles from another branch's seat.

1.3.2. Overlapping of addresses of members of branches is allowed.

1.4. Approval

1.4.1. The Board of Cape Hunt gives approval for the establishment of a branch after they formally applied and it has been discussed at a regular meeting of the Board.

1.5. Constitution and Affiliation

1.5.1. All members of branches are full members of Cape Hunt and submit themselves to the Constitution and Code of Conduct of Cape Hunt.

1.5.2. Due to their membership of Cape Hunt, all members are also fully represented at the Confederation of Hunters Associations of South Africa (CHASA)

1.5.3. Joining fees, membership fees, administration and newsletters are handled by the Board of Cape Hunt.

1.5.4. The Board of Cape Hunt links with all outside organizations on behalf of the Association.

1.6. Branch Management

1.6.1. The board of a branch will be elected at the inaugural meeting of such a branch.

The board of a branch consists out of the following members:

- a Chairman,
- A Vice-Chairman (optional),
- Treasurer and/or Secretary,
- Additional members (at least two).

1.6.2. Thereafter the board will be elected on an annual basis at a general annual meeting of the branch members.

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1.6.3. A branch will be represented by the chairman of that branch of the Board of Cape Hunt. Branch chairmen will attend the meetings of the Board of Cape Hunt. If the Chairman of a branch cannot attend a Cape Hunt Board meeting for some reason, he will arrange for an authorized replacement out of the management of the branch to attend the meeting on his behalf. If a branch is absent from three consecutive meetings, the Board of Cape Hunt will consider closing the branch.

1.6.4. Branch management will be subject to the accompanying instructions for their work and dealing with issues as approved by management.

1.7. Shooting Course and Club Facilities

1.7.1. A branch's management will attempt to obtain shooting ranges and club facilities for use by its members.

1.8. Membership fees and Joining fees

1.8.1. Membership fees and joining fees are determined at the annual general meeting of Cape Hunt. These fees are payable directly to Cape Hunt by each member.

1.8.2. Each branch will open a bank account in the name of the branch for the handling of funds.

2. Instructions for managing a Cape Hunt Branch

2.1. Annual General Meeting

2.1.1. The annual general meeting of a branch will take place each year, after January 1 and before the end of April.

2.1.2. Such an annual general meeting will preferably be attended by one board member of Cape Hunt.

2.1.3. The minutes of the annual general meeting will be submitted to the Secretary of Cape Hunt within two weeks of the meeting.

2.2. Designation of a Branch

2.2.1. A branch will use the full wording of the Cape Hunters and Game Conservation Association in his name, for example, Boland Western Cape Branch of Hunters and Game Conservation Association - which is abbreviated to West Boland Branch: Cape Hunt.

2.3. Meetings

2.3.1. The Board of a Branch will meet on a regular basis - but at least four times per year of service (March 1 to February 28).

2.3.2. Minutes will be kept of each meeting.

2.4. Reporting

2.4.1. Board Branches as well as the Board of Cape Hunt will submit complete reports to the financial subcommittee, at least two weeks before an ordinary board meeting of Cape Hunt. The financial subcommittee will work through these and submit proposals for discussion at the board meeting. The reports will cover events and activities during the period between the board meetings and will include a three-monthly forecast of events and activities.

2.4.2. A financial report of branch funding generated or received with a bank balance as evidence will also be submitted to the financial subcommittee at least two

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weeks before a regular board meeting of Cape Hunt. The financial subcommittee will work through and submit proposals for discussion at the board meeting. Such financial subcommittee will likewise report about Cape Hunt's finances at board meetings.

2.4.3. Annual reports will be sent to the Board of Cape Hunt before the annual general meeting of Cape Hunt.

2.5. Events

2.5.1. Board branches are responsible for arranging and hosting events and activities in their area to the advantage of Cape Hunt members. The events and activities are organized and presented in accordance with the policies and plans of Cape Hunt's Board and includes fundraising, shooting competitions, courses and lectures.

2.6. Funding

2.6.1. Events and activities that are arranged and presented by Board branches will be financially self-sustained. It is permissible to make a small profit to supplement the funds of the branch. Members may however not be financially disadvantaged.

2.6.2 Cape Hunt's Board will annually transfer an amount determined from time to time and after due consideration of the Branch's budget to help with the redemption of ordinary administration expenses.

2.6.3. Cape Hunt's Board will consider requests for funding of special activities or needs.

2.7. General

2.7.1. Board branches will undertake member recruitment drives in their areas.

2.7.2. Board branches are encouraged to advocate legal and ethical hunting methods as contained in the Code of Conduct of Cape Hunt and to raise awareness about this among its members.

2.7.3. Board branches will keep their members informed about changes in firearm laws, hunting proclamations and laws aimed at hunting and related activities.

2.7.4. Board branches will contribute to the Cape Hunt Newsletter and Website to bring activities and events at local level under other members' attention.

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PROCEDURE FOR THE CASTING OF POSTAL VOTES AND EXERCISE OF POWER OF ATTORNEY - THIRD SCHEDULE

Background

The Constitution of Cape Hunt stipulates as follows in clause 11.1:

"The Board of the ASSOCIATION is elected annually at the Annual General Meeting of the ASSOCIATION by a majority vote. Votes are brought forth per head at the General Meeting, **and nominations by mail, proxy and postal votes, which include fax and e-mail voting, are accepted.** Such board consists out of a President, Chairman, Vice-Chairman, Secretary, Treasurer and such additional members as the Executive Board may recommend at a general meeting."

The Constitution further stipulates in clause 15.1:

"The Constitution can only be amended by a two-thirds majority of members entitled to vote and present at an Annual General Meeting or a Special General Meeting. **Proxies and postal votes, which include fax and e-mail voting, are accepted.**"

This document describes the procedure that is followed for the nomination of candidates by mail, the exercise of power of attorney and the casting of postal votes.

Principle

The procedure is based on the principle of **"one member, one vote"** regarding a specific matter. This means that if a member gave proxy to another member to vote on a specific matter, then that member may not also bring out a vote, whether per head or per mail. Furthermore, if a member has cast a postal vote, then that member may not vote per head on that matter or give a proxy to another member.

To implement this principle, it will be expected of members present at a general meeting to declare that they did give proxy to other members to vote on their behalf or cast postal votes before there can be voted on a matter at a meeting.

Nominations by mail

Candidates for portfolios or positions on the board are nominated in writing. Such nominations are submitted to the Office of Cape Hunt on the prescribed form (attached as Appendix A and available on the Cape Hunt website), in the prescribed manner (by hand, by post, by fax or e-mail), no later than three weeks before the scheduled date of the meeting.

If more than one candidate is nominated for a specific portfolio or position, it is necessary to provide members the opportunity to choose between the candidates. The methods are voting per head at the meeting, proxies and postal votes. A list of candidates for whom must be voted will be distributed to members two weeks before the meeting, electronically or in writing and it will also be placed on the website. Members will receive an SMS to notify them of the existence of the list.

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Amendments to the Constitution

To give members the opportunity to vote, proposed amendments to the Constitution will be distributed to members electronically or in writing (to choose member), two weeks before the meeting and it will also be placed on the website. Members will also receive an SMS to notify them of the existence of the proposed amendments to the Constitution.

Procedures for post voting

A member who is not in a position to attend the general meeting and who does not intend to give proxy to another member to vote on his behalf on a particular matter at the meeting, may cast a postal vote.

Ballot papers containing the business being voted on, will be distributed to members electronically or in writing (to choose member), two weeks before the meeting and it will also be placed on the website. Members will receive an SMS to notify them of the existence of the Ballots. An example is attached as Appendix B.

A member who wants to cast a postal vote obtains a copy of the ballot, fills in the necessary details, records his vote, signs the ballot and submits it to the Cape Hunt Office by hand, mail, fax or e-mail, no later than twenty-four hours before the start of the meeting.

Postal votes are counted along with votes per head at the meeting.

Procedure for proxy

A member who is not in a position to attend the general meeting, may give proxy to another member who will attend the meeting to vote at the meeting on his behalf on a specific matter.

The proxy is given in writing, according to the instruction in Appendix C. A separate proxy is given for each issue that will be voted on. The proxies can be placed one document. The member to whom the proxy has been given, discloses his number of proxies to the Secretary during voting at the meeting and hands over the proxies for the record. Proxies are counted along with postal votes and votes per head during the meeting.

Record

A record of the matters being voted on, the number of votes per head, the number of postal votes and the number of proxy votes are kept in the Office, together with the minutes of the meeting.

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