

UNIVERSITY SPORT SOUTH AFRICA



CONSTITUTION OF USSA-ROWING

**UPDATED:
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UNIVERSITY SPORT **SOUTH AFRICA-ROWING**

PREAMBLE

By the authority of the Constitution of University Sport South Africa (USSA), the USSA-Rowing Association is hereby formed to promote and to govern the playing of rowing, in accordance with the provisions of the Constitution of USSA, for all its members with powers, duties and obligations set out herein.

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TERMS AND ABBREVIATIONS USED IN THIS DOCUMENT

The following terms and abbreviations should be interpreted in the context of this constitution:

Chairperson	The duly-elected Chairperson of the Association or any person deputising for him/her in terms of this Constitution.
Day	Any calendar day, including Saturday, Sunday or public holidays.
General Secretary	The duly-elected General Secretary of the Association or any member of the Executive Committee appointed by the Executive Committee to perform the functions of such person.
Institutional member	A tertiary institution which has been admitted to membership of the Association in terms of Article 7.1.2
Meeting	Any Annual General Meeting, Special General Meeting and General Meeting of the Association
Month	Any calendar month
NUSA	National University Sports Association
Official	Full-or part-time sports manager, administrator or official in the employ of a Member Institution of USSA
Ordinary member	A student rowing club (“club”) which has been admitted to membership of the Association in terms of Article 7.1.1 of this Constitution
RowSA	Rowing South Africa, the National Federation of rowing within South Africa
Student	A student officially registered with a member institution of USSA that is classified as a <i>Bona Fide Student</i> in terms of the USSA Constitution
USSA	University Sport South Africa
USSA-R	University Sport South Africa – Rowing (“the Association”)

ARTICLE 1: NAME OF THE ASSOCIATION

The name of the organisation shall be University Sport South Africa Rowing Association (hereinafter referred to as "USSA-Rowing", "USSA-R" or the "Association").

ARTICLE 2: HEADQUARTERS

The Headquarters of the Association shall be as determined from time to time by a resolution of the Annual General Meeting or a Special General Meeting.

ARTICLE 3: AIMS, OBJECTIVES AND POWERS

3.1 The aims, objectives and powers of the Association shall be constrained by the following principles:

- 3.1.1 the unhindered participation in rowing by any student registered at a tertiary institution registered with University Sport South Africa (USSA);
- 3.1.2 a general unity of purpose and action of members of the Association;
- 3.1.3 mutual respect amongst members without any form of discrimination based on race, religion and gender;
- 3.1.4 respect for and the recognition of the authority of the Association and USSA.

3.2 The aims and objectives of the Association shall be:

- 3.2.1 to uphold and promote the founding principles, rules and regulations, as well as the aims and objectives of USSA;
- 3.2.2 to facilitate the development of rowing, contact and competition amongst members at all levels;
- 3.2.3 to encourage interest in and the playing of rowing at all institutions registered with USSA;
- 3.2.4 to encourage and to assist in the dissemination of literature and information which may further the aims of the Association;
- 3.2.5 to raise the standard of rowing within South Africa;
- 3.2.6 to take such steps as it may deem necessary to maintain and/or improve the standard of rowing in all institutions registered with USSA;
- 3.2.7 to administer, coordinate and govern the participation in the sport of rowing under the jurisdiction of the Association;

- 3.2.8 to facilitate the highest possible standard of coaching and infrastructure to enable South Africa to produce teams capable of winning medals at the World University Rowing Championships, World Student Games and other international rowing events;
- 3.2.9 to keep rowing on a financially sound footing by encouraging sponsorship and investment into the sport of rowing, through publicising the sport on the broadest base possible;
- 3.2.10 to enrich the quality of community life through development in rowing;
- 3.2.11 to enforce the laws of rowing, recognised by RowSA, subject to the provisions as contained in Article 13 hereunder;
- 3.2.12 to make, amend and repeal such rules, regulations and by-laws as may be necessary for the efficient governing, regulating and control of rowing and to enforce the carrying out thereof, subject to the provisions of the USSA Constitution and Regulations;
- 3.2.13 to formulate, amend and coordinate the conditions under which competitions under its immediate jurisdiction are contested, subject to the provisions of the USSA Constitution and Regulations;
- 3.2.14 to arrange, coordinate, regulate and finance - in conjunction with relevant governing bodies - tours by appropriate teams to and from South Africa, subject to the provisions of the USSA Constitution and Regulations;
- 3.2.15 to raise and administer funds according to the Financial Policies and Regulations of USSA;
- 3.2.16 to distribute monies to its members for the protection, promotion and advancement of rowing;
- 3.2.17 to organise an annual USSA-R National Institutional Sprints Championship (USSA-R Sprints) Regatta for all ordinary members;
- 3.2.18 to organise an annual USSA-R National Institutional Boat Race Championship (USSA-R Boat Race) Regatta for all ordinary members;
- 3.2.19 to promote the sport of indoor rowing by organising an annual USSA-R Provincial Indoor Regatta, USSA-Rowing National Institutional Indoor Championship and various other indoor rowing events for all ordinary members;
- 3.2.20 to promote true sportsmanship and good spirit in rowing at a student level;
- 3.2.21 to ensure co-operation and liaison between the ordinary and institutional members;
- 3.2.22 to retain sports person's sympathies, co-operation and encouragement after such person's completion of their studies and to encourage them to support events organised by any organisation of rowing.

ARTICLE 4: COLOURS AND EMBLEM OF THE ASSOCIATION

- 4.1 The colours and the Emblem of the Association shall be as provided for in the USSA Constitution and Regulations.
- 4.2 The regulation of such colours shall be in accordance with the USSA selection policies and Regulations.

ARTICLE 5: JURISDICTION

- 5.1 The area of jurisdiction of the Association shall be all tertiary education institutions registered with USSA.
- 5.2 Each member shall accept the authority of USSA and the Association in all matters relevant to rowing at tertiary education level.

ARTICLE 6: LEGAL STATUS AND INDEMNITY

- 6.1 The Association is *universitas personarum*, being a voluntary association independent of its members and has the capacity to sue or be sued in its own name.
- 6.2 The office bearers, employees, or any other appointed official of the Association shall be indemnified by the Association against all costs, losses and/or expenses which he/she may incur or become liable for by reason of any act or omission in discharge of his/her duties, unless the loss in question is caused by his/her gross negligence, dishonesty or intentional action which may bring the organisation into disrepute.
- 6.3 No person or member shall have any right to claim assets belonging to the Association, nor incur any liabilities for its obligation.
- 6.4 All legal proceedings shall be brought by or against the Association, and the Association may authorise any member of its Executive Committee to act on its behalf and to sign all such documents and to take all such steps as may be necessary in connection with any such proceedings.
- 6.5 The Association and USSA shall not be responsible for liabilities incurred by members or individuals prior to its formal and legal establishment.
- 6.6 The Association does not envisage profit-seeking for itself or its members.

ARTICLE 7: MEMBERSHIP

7.1 CATEGORIES OF MEMBERSHIP:

7.1.1 Ordinary Members

Any student rowing club of a member tertiary education institution of USSA may be granted ordinary membership of the Association.

7.1.2 Institutional Members

Any tertiary education institution which is a member of USSA may, whether or not it has an established and operational rowing club, be granted institutional membership of the Association. Such member(s) may attend all Meetings of the Association and may speak, but shall not have the vote.

7.2 APPLICATION FOR MEMBERSHIP:

7.2.1 Applications for membership of the Association shall be in writing.

7.2.2 Any application for institutional membership of the Association shall be made through the USSA National Secretariat and the Association shall be informed accordingly.

7.3 TERMINATION OF MEMBERSHIP:

7.3.1 Any member may terminate its membership of the Association by submitting to the General Secretary written notice of such termination.

7.3.2 Should any member consistently contravene the provisions of this Constitution or any by-laws, rules or regulations made there-under or consistently bring the Association into disrepute, the Association may by resolution at a Special General Meeting, acting on the recommendation of the Executive Committee, either suspend the membership of such member for a specific or definite period, or terminate its membership, provided that such termination or suspension shall receive the approval of a two-thirds majority of the votes present at the meeting, and subject to an appeal to USSA.

7.3.3 Should any member cease to be a member of USSA.

7.3.4 Termination or suspension of membership shall not in any way nullify any financial liability of members of the Association.

7.3.5 Termination of membership shall result in the immediate forfeiture of all rights of the member to participate in any of the activities of the Association or to receive assets, funds or otherwise, of the Association.

7.3.6 Suspension of membership shall, during the period of suspension, result in the immediate forfeiture of all rights of the member to participate in any of the activities of the Association or to receive assets, funds or otherwise of the Association.

7.4 HONORARY OFFICIALS:

The Association may create such honorary office as it deems fit by means of a two-thirds majority vote at an Annual General Meeting and may at any Annual General Meeting appoint persons to occupy such office until the end of the following Annual General Meeting. Such appointments are subject to the ratification of USSA. Whilst not limited to, the Honorary Positions envisaged are Honorary Life President, Chairperson of the USSA-R Trustees and any other technical convener/advisor that the Association may deem necessary.

- 7.4.1 The office of Honorary Life President will remain filled until such time as the bearer resigns or passes away and be elected by a two-thirds majority at the Annual General Meeting of the Association;
- 7.4.2 The Chairperson of the USSA-Rowing Trustees may co-opt Honorary Officials, following their approval by a two-thirds majority at the Annual General Meeting of the Association, and form a committee which may meet from time to time to advise and assist the Association in all matters which further the aims and objectives of the Association. The Chairperson, or a single nominated Executive Committee member, of the Association shall be an ex-officio member of the co-opted USSA-R Trustees Committee;

ARTICLE 8: STRUCTURES

Only officials and bona fide students of ordinary members of the Association may serve on the committees of the Association. All committees shall include at least two students and at least one official.

8.1 EXECUTIVE COMMITTEE:

8.1.1 The Executive Committee of the Association shall consist of the following portfolios:

- (i) Chairperson;
- (ii) Vice-Chairperson of Transformation and Development;
- (iii) Vice-Chairperson of USSA-R Regattas;
- (iv) General Secretary;
- (v) Treasurer;
- (vi) Marketing and Communications Officer;
- (vii) Indoor Rowing Officer; and
- (viii) Additional Member(s)

8.1.2 The composition of the Executive Committee shall be consistent with the provisions of the USSA Constitution and Regulations, i.e. a minimum of two (2) bona fide students and a minimum of two (2) officials in the employ of member institutions which also enjoy ordinary membership.

8.1.3 Additional Members may be elected to the Executive Committee following approval of the ordinary members to ensure the proper running of the Association. The total number of additional members may not exceed three (3).

8.1.4 The Executive Committee shall be elected at the Annual General Meeting and shall hold office until the end of the following Annual General Meeting.

8.1.5 All nominations, duly accepted in writing by the candidates, for election to the Executive Committee shall be made in writing and shall reach the General Secretary at least twenty (20) days before the Annual General Meeting, with the proviso that if there are no written nominations for any office, nominations for any such office may be made from the floor during the meeting.

8.2 TERMINATION OF MEMBERSHIP OF THE EXECUTIVE COMMITTEE:

8.2.1 Any member of the Executive Committee may be discharged from office by the unanimous decision of the other members of the Executive Committee provided the Executive Committee has substantial grounds for regarding him/her unfit to continue in office, subject to ratification by a Special General Meeting of the Association or the National Executive Committee of USSA.

8.2.2 Any person may terminate his/her membership of the Executive Committee by submitting to the General Secretary written notice of such termination.

8.2.3 The Executive Committee shall fill by means of an *ad hoc* appointment any vacancy that may occur on the Committee, provided that all members of the Association are notified in writing of such an appointment within thirty (30) days of the appointment and ratified the next Meeting of the Association.

8.3 DUTIES OF THE EXECUTIVE COMMITTEE AND OFFICE BEARERS:

8.3.1 The Executive Committee shall be responsible for furthering the aims and pursuing the objective of the Association.

8.3.2 The Committee shall particularly:

- (i) attend to the day-to-day administration of the Association;
- (ii) exercise control over the Association's finances and take all financial decisions, subject to a report to the Annual General Meeting, and with due regard to any instructions that may be issued by the Annual General Meeting. Such instructions shall not retroactively invalidate any action already performed by the Committee;
- (iii) grant to such officials as it may deem fit the authority to sign, issue, accept, endorse, draw and execute on behalf of the Association any negotiable instruments, powers of attorney or other deeds or instruments as may be necessary for the administration of the Association;
- (iv) take such steps as it deems proper for the furtherance of the aims of the Association subject to a report to the Annual General Meeting;
- (v) submit regular reports to the Council of USSA; and
- (vi) Prepare for and arrange Meetings, including but not limited to the Annual Symposium, whereby ordinary members are invited to attend and discuss matters pertinent to USSA-Rowing and develop actions to the fulfilment.

8.3.3 The Executive Committee shall meet at least two (2) times per year and a summary of decisions taken shall be circulated to all members within thirty (30) days of the meeting.

8.3.4 The Chairperson shall preside at all meetings of the Executive Committee and Meetings of the Association.

8.3.5 The Executive Committee shall be responsible for initiating fundraising projects for the Association.

8.3.6 The Chairperson shall be nominated as one of the representatives of the Association on the RowSA Council and shall attend the AGM and Council Meetings of RowSA. The Executive Committee shall appoint the Association's second representatives on the RowSA Council. The Executive Committee shall appoint the Association's two (2) alternates to the RowSA Council when such alternates are required.

- 8.3.7 The Chairperson shall be nominated as the representative of the Association on the RowSA Executive and where possible shall attend RowSA Executive Meetings. The Association's second representative to the RowSA Council (as appointed under Article 8.3.5 above) shall be nominated as the Association's alternate on the RowSA Executive and shall attend such Meetings in the absence of the Chairperson.
- 8.3.8 In the absence of the Chairperson, the Chairperson shall elect one of the Vice-Chairpersons to preside at all Meetings of the Executive Committee and Meetings of the Association.
- 8.3.9 In the absence of the Chairperson and both vice-chairpersons, the meeting shall elect a member of the Executive Committee to preside at all meetings of the Executive Committee and Meetings of the Association.
- 8.3.10 In addition to the duties granted to the General Secretary in terms of the Constitution, the General Secretary shall have the following specific duties:
- (i) record the minutes of all Meetings of the Association, a copy of which shall within thirty (30) days of the meeting, be circulated to each member at its last designated address;
 - (ii) record the minutes of all meetings of the Executive Committee;
 - (iii) maintain a record of the names and contact details of all officials and ordinary members of the Association;
 - (iv) undertake such correspondence and other duties as the Executive Committee may from time to time prescribe;
 - (v) maintain a full and complete set of all documents, correspondence and publications of the association; and
 - (vi) maintain a complete record of the history and business of the Association, such record to be lodged with such recognised archives as the Annual General Meeting may from time to time prescribe.
- 8.3.11 The Vice-Chairperson of Transformation and Development shall have the following duties:
- (i) ensuring the development of rowing and to facilitate transformation amongst all ordinary members in alignment with the strategies of both USSA and RowSA;
 - (ii) facilitate initiatives and projects that further the development of rowing within ordinary member institutions in consultation with USSA and RowSA;
 - (iii) to give regular reports to the Executive Committee on the status of transformation and development within the Association; and
 - (iv) to assist the Chairperson with any and all duties which they require.

8.3.12 The Vice-Chairperson of USSA-R Regattas shall have the following duties:

- (i) to work with the host institutions of both USSA-R Sprints and USSA-R Boat Race and to oversee the organisation and preparation; to continuously inform the Executive Committee and ordinary members about tournaments and changes thereof;
- (ii) to write a tournament's report and ensure that it is sent to the National Secretariat of USSA;
- (iii) keep a record of all the results of the USSA-R Sprints and USSA-R Boat Race;
- (iv) to assist the Chairperson with any and all duties which they require; and
- (v) to implement the requirements of a hosting service level agreement between the Association and host institutions of USSA-R Sprints and USSA-R Boat Race.

8.3.13 The Treasurer shall have the following duties:

- (i) shall be responsible for the coordination of the financial activities of the Association;
- (ii) to oversee fundraising projects for the Association;
- (iii) draw up the Association's budget;
- (iv) ensure efficient utilisation of the Association's finances;
- (v) give regular reports to the Executive Committee; and
- (vi) present an audited financial report at the Annual General Meeting of the Association.

8.3.14 The Marketing and Communications Officer shall have the following duties:

- (i) to coordinate the marketing and publicity of the Association;
- (ii) to develop new ways of improving and expanding the image of the Association both within South Africa and overseas; and
- (iii) ensuring the appropriate use of marketing and publicity to further the aims and objectives of the Association, in particular with regards to transformation and development

8.3.15 The Indoor Rowing Officer shall have the following duties:

- (i) to continually inform members about tournaments and changes thereof;

- (ii) to coordinate the current Indoor Rowing activities of the Association and to promote further Indoor Rowing activities within the Association, in line with the objectives of RowSA;
- (iii) give regular reports to the Executive Committee; and
- (iv) to keep a record of all the results of all USSA-R Indoor Rowing Regatta.

8.3.16 Every member of the Executive Committee or sub-committee shall submit to the General Secretary without delay a copy of every item of correspondence received or signed by such member on behalf of the Association.

8.3.17 The Chairperson in consultation with the Executive Committee may allocate duties to any member of the Committee or appointed official.

8.4 SUB-COMMITTEES:

8.4.1 The Executive Committee shall constitute any sub-committees as it deems necessary for the furtherance of the aims, objectives and the efficient administration of the Association. Any sub-committee constituted by the Executive Committee shall operate in terms of standing orders specific to that committee.

8.4.2 Sub-committees shall consist of members of the Executive Committee, representatives of the members of the Association and/or any other person deemed necessary for the execution of its duties. All committees shall include at least two students and at least one official.

8.4.3 A full report on all decisions or acts of sub-committees shall be submitted to the Executive Committee at its next General Meeting and shall be recorded in the minutes of that meeting.

8.4.4 The Executive Committee, notwithstanding the USSA Constitution and Rules and Regulations, shall appoint and administer a Disciplinary Committee that shall be responsible for maintaining the discipline within student rowing and maintain a standard of behavior which reflects the nature, and spirit of rowing to its best possible advantage.

ARTICLE 9: POWERS OF THE ASSOCIATION

The Association derives its authority and existence from the provisions in the Constitution of USSA and shall in addition to the said rights, powers and duties, have the following powers without in any way diminishing the provisions contained in the USSA Constitution:

- 9.1 Open and operate such banking accounts as may be deemed necessary;
- 9.2 Grant to such officials as it may deem fit the authority to sign, issue, accept, endorse, draw and execute on behalf of the Association any negotiable instruments, powers of attorney or instruments as may be necessary for the administration of the Association;
- 9.3 Administer, invest, allocate and/or grant subsidies out of the funds and other assets of the Association for purposes intended to promote the interests and further the aims and objectives of the Association;
- 9.4 Compensate any appointed official and/or auditor of the Association out of its funds in respect of any costs, losses and expenses which may be incurred by such a person in the performance of his/her duties on behalf of the Association, except through dishonesty, bad faith or gross neglect;
- 9.5 Make, vary and repeal rules, regulations and by-laws governing the affairs of the Association, provided amendments do not conflict with any of the provisions contained in this Constitution and/or the Regulations of USSA;
- 9.6 Hear, deal with, and decide upon any matters or appeals submitted by members;
- 9.7 Select or to arrange for the selection of national student teams, representative of the Association for ratification by USSA and RowSA;
- 9.8 Appoint, dismiss or suspend such officials as it may deem necessary and to determine the terms and remuneration in respect of such appointments subject to the ratification of USSA;
- 9.9 Initiate and/or promote improvements in the Laws of rowing;
- 9.10 Purchase or otherwise acquire any moveable or immovable property;
- 9.11 Generally, to further the aims of the Association according to the principles of the Association and for such purposes to do and to perform all such acts and things as may be required and necessary.

ARTICLE 10: MEETINGS

10.1 ANNUAL GENERAL MEETING:

- 10.1.1 Annual General Meetings of the Association shall be held once in each calendar year and shall be held not more than three (3) days from the date of the USSA-R Boat Race. Not more than fifteen (15) calendar months shall elapse between such Annual General Meetings.
- 10.1.2 The General Secretary shall give written notice of the Annual General Meeting to each member of the Association at its last designated address and the NEC of USSA at least two (2) months prior to the meeting.
- 10.1.3 Written notice of any motion to be discussed at Annual General Meetings shall be signed by the proposer and shall be received by the General Secretary at least twenty (20) days prior to the meeting. Motion of an urgent nature, other than a proposal to amend the constitution, proposed by the Executive Committee, may without the required notice and with the consent of a two thirds majority of the delegates present, be discussed and voted upon.
- 10.1.4 The General Secretary shall circulate the final agenda with all motions submitted to him/her, to each member at its last designated address at least fourteen (14) days prior to the Annual General Meeting.
- 10.1.5 Each ordinary member shall be entitled to appoint two delegates (one official and one student) to attend the Annual General Meeting and to speak and vote on its behalf at such a meeting. Each institutional member shall be entitled to appoint one delegate to attend any Meeting and to speak on its behalf at such a meeting, but shall not be eligible to vote.
- 10.1.6 The Annual General Meeting shall be conducted in the following order:
- (i) reading of the notice calling the meeting;
 - (ii) submission and confirmation of delegates written credentials;
 - (iii) reading and confirmation by signature (Chairperson and General Secretary) of the minutes of the previous Annual General Meeting;
 - (iv) reading and confirmation of the minutes of all General Meetings and Special General Meetings which have taken place since the previous Annual General meeting;
 - (v) matters arising from the previous Annual General Meeting's minutes as well as matters arising from of all General Meetings and Special General Meetings which have taken place since the previous Annual General meeting;
 - (vi) presentation and adoption of the Chairperson's and/or General Secretary's report;

- (vii) presentation and adoption of the Treasurer's report and the audited annual financial statements;
- (viii) presentation and adoption of the Vice-Chairperson's reports on USSA-R Sprints and USSA-R Boat Race;
- (ix) presentation and adoption of the Vice-Chairperson's report on Transformation and Development;
- (x) presentation and adoption of the Indoor Rowing Officer's report
- (xi) presentation and consideration of the reports of the sub-committees of the Association;
- (xii) determination of Honorary Members;
- (xiii) motions in terms of Article 10.1.3 above; and
- (xiv) election of office bearers in the order set out in Article 8.1.1 above.

10.2 SPECIAL GENERAL MEETINGS:

- 10.2.1 A Special General Meeting shall be held at the request of a least forty percent (40%) of ordinary members or the Executive Committee. Such meeting shall take place, at a time and place to be determined by the Chairperson within forty (40) days of the receipt by the General Secretary of such request. Such request shall be in writing and shall contain details of the purpose of the meeting, including any motion(s) to be put to the meeting.
- 10.2.2 The General Secretary shall give written notice of any Special General Meeting to each member of the Association at its last designated address and the NEC of USSA at least thirty (30) days prior to the meeting.
- 10.2.3 The General Secretary shall circulate all documentation pertinent to the business laid out in the Special General Meeting notice to each member of the Association at least (14) days prior to the meeting;
- 10.2.4 No business other than that of which advance notice has been given in terms of Article 10.2.1 above shall be discussed at a Special General Meeting.

10.3 GENERAL MEETINGS:

- 10.3.1 General Meetings of the Association shall be held at the discretion of the Executive. These meetings should include, but are not limited to, the annual USSA-R Symposium and a meeting at the USSA-R Sprints Regatta
- 10.3.2 The General Secretary shall give written notice of any Special General Meeting to each member of the Association at its last designated address and the NEC of USSA at least one (1) month prior to the meeting.

- 10.3.3 Written notice of any motion to be discussed at General Meetings shall be signed by the proposer and shall be received by the General Secretary at least ten (10) days prior to the meeting. A motion of an urgent nature - other than a proposal to amend the constitution - proposed by the Executive Committee, may without the required notice and with the consent of a simple majority (fifty percent plus one) of the delegates present, be discussed and voted upon;
- 10.3.4 The General Secretary shall circulate the final agenda with all motions submitted to him/her, to each member at its last designated address at least seven (7) days prior to any General Meeting;
- 10.3.5 Each ordinary member shall be entitled to appoint two delegates (one official and one student) to attend any General Meeting and to speak and vote on its behalf at such a meeting. Each institutional member shall be entitled to appoint one delegate to attend any General Meeting and to speak on its behalf at such a Meeting, but shall not be eligible to vote.

ARTICLE 11: QUORUMS AND VOTING

- 11.1 The quorum at any Meeting of the Association shall be fifty percent plus one (50% + 1) of the total number of paid-up ordinary members of the Association.
- 11.2 In the absence of a quorum at any such meeting, the commencement of the meeting shall be postponed for a period not to exceed thirty (30) minutes where after the meeting shall stand adjourned and shall reconvene at a time and at a place to be determined by the Chairperson in consultation with those delegates present immediately prior to the adjournment.
- 11.3 Should a quorum not be present at the start of the reconvened meeting, the meeting shall proceed, subject to the following provisions:
 - 11.3.1 that no decision taken at such meeting shall be binding on the Association until forty-five (45) days after the conclusion of the meeting; and
 - 11.3.2 the meeting shall not be in a position to consider or approve any amendment to the Constitution of the Association.
- 11.4 The quorum at sub-committee meetings of the Association shall be fifty percent (50%) of the members of that committee.
- 11.5 In the absence of a quorum at sub-committee meetings, the members present shall constitute a quorum for the purpose of conducting business, provided that a minimum of one-third of the members of that committee are present. Decisions taken at such a meeting shall not be binding until they are ratified at the next quorate meeting of that committee or at any Meeting of the Association, whichever is the sooner.
- 11.6 Three members of the Executive shall constitute a quorum at any Executive Meeting.
- 11.7 Only institutions who submitted their letters of credence by the prescribed date may vote.
- 11.8 Each fully represented and paid-up ordinary member (campus) in terms of the USSA Constitution and Regulations shall have one (1) vote.
- 11.9 The Chairperson and Vice-Chairpersons of the Executive Committee are ipso facto full voting members of all Annual General Meetings, Special General Meetings and General Meetings. However, these positions may not vote during the election of the Executive Committee.
- 11.10 During the election of the Executive Committee, an objective electoral officer shall be appointed by the Executive Committee to act as Chairperson during voting. If and when possible a member of the USSA NEC will be requested to act as electoral officer.
- 11.11 Voting shall be by a show of hand or, if the meeting decides, by secret ballot.

- 11.12 The official or student member attending the Meeting may submit a written proxy on behalf of the person not attending. Such written proxy must be submitted with the letters of credence or prior to commencement of the Meeting. At least one delegate must attend a Meeting in person.
- 11.13 Except where otherwise provided in this Constitution all matters determined by a vote shall be decided by a simple majority (50 % + 1) of those present and voting.
- 11.14 At all Meetings, and in the event of a tie, the Chairperson of the Meeting shall have a costing vote – except in instances of voting for the election of Officer Bearers.
- 11.15 Meetings of the Executive Committee may be conducted electronically, either through live audio or video.
- 11.16 With the exception of 11.6, the provisions of this Article shall also apply, mutates mutandis, to meetings of the Executive Committee.

ARTICLE 12: FINANCE

- 12.1 Each tertiary institution shall annually affiliate its rowing club to USSA. All affiliation fees and such other monies as determined by USSA must be paid annually to the USSA National Secretariat before 31 March of that year.
- 12.2 The business of the Association shall be conducted on a non-profit basis with the intent and purpose that its assets and income from whatever source, be applied solely towards the attainment of its aims and objectives, provided that nothing herein contained shall preclude the payment in good faith to any member or person of:
- 12.2.1 reasonable remuneration for services actually rendered to or on behalf of the Association;
 - 12.2.2 reimbursement of actual costs of expenses incurred on behalf of the Association;
 - 12.2.3 payment of such monies to members as may be deemed necessary for the protection and advancement of rowing;
 - 12.2.4 no member of the Executive Committee may for reasons other than those stated in this constitution, claim commission or whatsoever from donations and/or sponsorships he/she has raised in his/her capacity as an Executive Committee member for the Association.
- 12.3 The financial year of the Association shall be deemed to coincide with that of USSA, i.e. from the first day of January to the last day of December of the same year.
- 12.4 The accounts of the Association shall be audited annually and the audited financial statements of the Association shall be submitted to the Annual General Meeting for scrutiny and adoption.
- 12.5 No ordinary member shall be permitted representation at any General Meeting nor shall it be permitted to participate in any event, tournament or competition conducted under the auspices of the Association unless it has paid all its current and arrear subscriptions, affiliation fees and dues.

ARTICLE 13: LAWS OF THE GAME

The Laws of rowing as formulated by RowSA and approved by the International Rowing Federation (FISA), shall be adopted by the Association, provided that should such laws in any way be in conflict with the by-laws of the Association, the latter shall prevail.

ARTICLE 14: STUDENT STATUS

14.1 Only a bona fide student registered with the rowing club of a member institution of the USSA in terms of Article 7.1 above, may participate in events of the Association.

14.2 Unless contradictory with the provision of the USSA Constitution and Regulations, a bona fide student shall be defined as:

14.2.1 For domestic tournaments:

- (i) Students officially registered with a member club of USSA at a higher education institution recognized by the appropriate national academic authority in the country (i.e. Department of Higher Education and Training) for a programme of at least 120 SAQA credits on NQF Level 5, and approved by that institution's senate. This includes bridging courses, although only one (1) attempt at completing any bridging course will be allowed at any institution. Students enrolled for bridging courses must have a matriculation endorsement or a certificate of exemption issued by the Matriculation Board. This excludes students who are enrolled for short courses or are registered for courses or modules or units of study that are less than 120 SAQA credits.
- (ii) Students actively involved in pursuing his/her academic career, i.e. attending lectures, submitting assignments, writing tests and examinations in order to be promoted to the next level of study. any person who is officially registered for a full time accredited higher education course of study with a tertiary education institution registered with USSA in order to obtain a degree, diploma or certificate of such an institution and whose status as a tertiary education institution is recognised by the appropriate national academic authority in the country (i.e. Department of Education);

14.2.2 For international tournaments:

The selection of students for international events or tournaments shall be according to the appropriate international federations' rules and regulations.

ARTICLE 15: AFFILIATION AND REPRESENTATION

- 14.3 The Association shall seek affiliation to RowSA and such other bodies as may be determined by the Ordinary Members, subject to the approval of the USSA.
- 14.4 RowSA shall be the representative body to the international rowing community; International Rowing Federation (FISA), Commonwealth Rowing Association (CRA), African Rowing Federation (FASA), South African Sports Confederation and Olympic Committee (SASCOC), Sport and Recreation (SRSA), and such other sporting bodies as may be considered appropriate by the Executive Committee, while USSA-R shall be the representative structure to all Continental/International Universities/Student Rowing structures.

ARTICLE 16: CONSTITUTION AND AMENDMENTS

- 17.1 A copy of the Constitution of the Association shall be kept and maintained by the General Secretary. Furthermore, the approved document shall be lodged with RowSA and USSA. The copy held by USSA shall take precedence over any other copies should there be any dispute as to the valid document.
- 17.2 Any dispute with regard to the meaning or interpretation of any element of this Constitution shall be referred to USSA for a ruling and decision. That body's decision shall be both final and binding.
- 17.3 The Constitution of the Association may be amended and/or approved only at an Annual General Meeting or a Special General Meeting, subject to the requirements of such a Meeting being met, as laid out in Article 10.1 and Article 10.2, and the quorum requirements of Article 11 are met.
- 14.5 Any such amendment to the Constitution of the Association shall require a vote in favour of such amendment(s) of at least two-thirds of those present and eligible to vote at such a meeting.
- 14.6 Should this Constitution disagree with the Constitution of USSA, then the Constitution of USSA shall take preference.

ARTICLE 17: DISSOLUTION OF THE ASSOCIATION

- 17.4 Any motion to dissolve the Association may be considered at a Special General Meeting only and shall not take effect unless two-thirds of the votes present are cast in favour of the motion.
- 17.5 Should the Association be dissolved by any means or for any reason whatsoever, any assets of whatever nature that remain after all debts and liabilities of the Association have been settled, shall not be paid to or distributed amongst members of the Association, but shall be transferred to USSA in consultation with RowSA. Such assets shall be kept in trust for later use in an appropriate manner.