

# GAME RANGERS ASSOCIATION OF AFRICA



## Constitution

Amended 18 February 2009

# **Game Rangers Association of Africa**

## **Vision**

The Game Rangers Association of Africa commits itself to the protection, conservation and, where possible, restoration of Africa's biodiversity and the continued existence of its wilderness for the benefit of present and future generations.

## **Mission**

GRAA is dedicated to applying best practice management principles in conserving Africa's natural resources in a professional and ethical manner.

## **Objectives**

The objectives of the Association are to:

- ensure that Game Rangers are adequately trained and equipped to carry out their primary responsibility of maintaining the integrity of wilderness areas, protected areas and other natural areas in which they work;
- contribute information and advice to those organisations which train Game Rangers to ensure that their training is appropriate and professional;
- represent present and past Game Rangers and their interests in order to ensure the highest standards and credibility of the profession;
- give professional, objective and responsible advice, opinions and information on the game ranging profession;
- facilitate the establishment and maintenance of contact and communication between Game Rangers, past and present, throughout the world and especially in Africa;
- assess, support and promote wildlife conservation management throughout Africa and the rest of the world;
- promote the implementation of appropriate protected area management systems as required by international conventions and agreements, and that their effectiveness be assessed and reported on throughout Africa;
- aim to ensure that policy and legislation relating to wilderness areas, protected areas and other natural areas in Africa remain compatible to the values of the GRAA as expressed in the Manifesto, Vision and Mission of the Association;

- affiliate with other organisations which share common goals, ethics and objectives;
- actively promote support for the Association;
- manage the affairs of the Association so as not to carry on any profit making activities not relating to its objectives, or to participate in any business, profession or occupation carried on by its members, or to provide financial assistance, premises, continuous services or facilities to its members for the purpose of carrying on any business, profession or occupation by them;
- ensure that the activities of the Association will be carried on with the sole purpose of promoting its objectives.

## 1. NAME

The name of the Association is the “Game Rangers Association of Africa” (hereinafter referred to as “the Association”)

### 1.1 BODY CORPORATE

- 1.1.1 The Association shall exist in its own right, distinct and separate from its members, Committee and office bearers.
- 1.1.2 The Association shall continue to exist in its own right irrespective of any changes in its membership, committee or office bearers.
- 1.1.3 The Association shall be able to acquire, own and dispose of property and other assets in its own name.
- 1.1.4 The Association shall be able to sue and be sued in its own name.

## 2 OBJECTIVES

2.1 The objectives of the Association are to:-

- 2.1.1 ensure that Game Rangers are adequately trained and equipped to carry out their primary responsibility of maintaining the integrity of the protected and other natural areas in which they work;
- 2.1.2 contribute information and advice to those organisations which train Game Rangers to ensure that their training is appropriate and professional;
- 2.1.3 represent present and past Game Rangers and their interests in order to ensure the highest standards and credibility of the profession;
- 2.1.4 give professional, objective and responsible advice and information on game ranging;
- 2.1.5 facilitate the establishment and maintenance of contact and communication between Game Rangers, past and present, throughout the world and especially in Africa;
- 2.1.6 support and promote wildlife management activities throughout the world and especially in Africa;
- 2.1.7 affiliate with other organisations which share common goals, ethics and objectives;
- 2.1.8 actively promote support for the Association.
- 2.1.9 manage the affairs of the Association so as not to carry on any profit making activities not relating to its objectives, or to participate in any business, profession or occupation carried on by its members, or to

provide financial assistance, premises, continuous services or facilities to its members for the purpose of carrying on any business, profession or occupation by them.

Furthermore the Association will not carry on any business not relating to its objectives, including *inter alia* ordinary trading operations in the commercial sense, speculative transactions, dividend stripping activities as well as the letting of property on a systematic or regular basis.

- 2.1.10 ensure that the activities of the Association will be carried on with the sole purpose of promoting its objectives.

### 3 MEMBERSHIP

3.1 Membership of the Association shall consist of five categories viz :

- 3.1.1 Professional Member; being any person who has earned his or her living in game ranging for a continuous period of at least five (5) years and whose application has been ratified by the Committee. A Professional Member must pay an annual subscription fee as determined in paragraph 5 and shall enjoy benefits according to 'Appendix 1' to this Constitution.
- 3.1.2 Honorary Member; being any person who, in the opinion of the Committee, after recommendation by a Professional Member of the Association, is deserving of Honorary Membership due to his or her prominence in, or assistance to the field of conservation or in the furtherance of the objectives of the Association, or who attended the inaugural meeting of the Association held in 1973 as a Founder Member. An Honorary Member is not required to pay a subscription fee but shall enjoy the benefits applicable to a Professional Member. (Hereinafter, all reference to a Professional Member shall include Honorary Member).
- 3.1.3 Member; being any person who is earning his or her living in the game ranging profession and who, due to his or her level of experience, does not qualify for Professional Membership; subject always to ratification by the Committee. Members may, after at least five (5) years continuous employment in the game ranging profession, request the Committee to consider an application for elevation to Professional Member status. The Committee shall evaluate Members at least every three (3) years to ensure that they meet the criteria for Member status. Members shall pay an annual subscription fee. Benefits for Members appear in 'Appendix 1'.
- 3.1.4 Corporate Member; being an organisation or business which has been accepted to Corporate Membership by the Committee subject to adherence to the Mission and Code of Ethics of the Association. Corporate Members shall pay an annual subscription fee according to the category of Corporate Membership to which they are accepted. Benefits for Corporate Members appear in 'Appendix 1'.
- 3.1.5 Student Member; being any person who is studying or undergoing training towards a career as a Game Ranger / Conservation Practitioner. Student Members shall pay a nominal subscription fee per annum. Benefits for Student Members appear in 'Appendix 1'.

### 4 APPLICATION AND ACCEPTANCE TO MEMBERSHIP

- 4.1 The form of application for Professional Membership of the Association shall be substantially in the form annexed hereto marked 'Appendix 2'
- 4.2 Admittance to membership:
  - 4.2.1 Candidates to admission to Professional Membership of the Association shall submit their applications, duly completed and signed. Such application shall be supported by a proposer and a seconder, both of whom shall be paid-up Professional Members of the Association. Applications for the categories of Member and Corporate Member shall be submitted in writing. The Committee may, in its absolute discretion, admit or not admit any applicant to any category of membership.
  - 4.2.2 Acceptance to any category of membership of the Association obliges such member to abide by the Constitution and the Code of Ethics of the Association set out in 'Appendix 3'
  - 4.2.3 Should any applicant not be admitted to membership, he or she may not reapply for six (6) months from the date of the refusal of his or her application.

- 4.3 Register of Members:  
The secretary shall keep a register reflecting the name, address and category of membership of each member and shall, upon the election of a person to membership, inscribe such person's name, address and category of membership therein. In addition, a copy of the Constitution of the Association shall be supplied to each new member.

## 5 SUBSCRIPTIONS AND FEES

- 5.1 The annual subscription for Professional Member and Member shall be recommended by the Committee and put to the vote at the Annual General Meeting or at an Extra-Ordinary General Meeting. Such fee shall be paid in South African currency or its equivalent in the currency of the country in which the member resides, provided always that the Committee shall have the right, at any time, to vary the amount of such subscription. A Member shall be entitled to vote in respect of the Members annual subscription fee.
- 5.2 A compulsory levy, as determined annually by the Committee, shall be payable by members who reside outside Africa. This shall be designed to cover the additional cost of postage.
- 5.3 Subscriptions shall be due and payable in advance on the first day of December of each year, provided that a person admitted to membership after the first day of December shall be liable to pay the subscription on the date of commencement of membership, and thereafter in advance on the first day of December of each year.
- 5.4 On acceptance to membership, an entrance fee, as determined annually by the Committee, shall be payable.

## 6. DISQUALIFICATION AND EXPULSION OF MEMBERS

- 6.1 Should any member :-
- 6.1.1 fail to pay the entrance fee within sixty (60) days after the posting of notice to that member requiring such payment, or fail to pay the subscription due to the Association even after a single reminder, or
- 6.1.2 Be guilty of conduct which, in the sole opinion of the Committee, is prejudicial to the interests of the Association, then, subject to the provisions of subparagraph 7.2, the Committee may, by resolution of not less than two-thirds of those present at a meeting, vote to expel that member for such period as the Committee may determine.
- 6.2 Every member referred to in subparagraph 6.1.1 shall be :-
- 6.2.1 given at least thirty (30) days notice before the meeting of the Committee at which the resolution referred to is intended to be proposed, of the proposed resolution and the date and place of the proposed meeting of the Committee.
- 6.2.2 entitled to attend that meeting of the Committee, (either in person or by an approved representative) and to make representation on the proposed resolution of the Committee.
- 6.3 The effective date of expulsion or suspension shall be fourteen (14) days from the date of the Committee meeting referred to in subparagraph 6.2.2.
- 6.4 Any member expelled from the Association shall be required to return his manifesto to the Chairman and further, following expulsion from the Association, such ex-member shall not be entitled to wear the tie or badge of the Association or use its name in any way.

## 7 GENERAL MEETINGS

- 7.1 Annual General Meeting: An Annual General Meeting shall be held once in every year at such time and place as is determined by the Committee.
- 7.2 Extra-Ordinary General Meeting: The Committee may, at any time, convene an Extra-Ordinary General Meeting and an Extra-Ordinary General Meeting shall also be convened within thirty (30) days after receipt by the Secretary of the Association of a notice stating the objects of the meeting and signed by not less than four (4)

paid-up Professional Members.

## 8 QUORUM

8.1 No business shall be transacted at any Annual or Extraordinary General Meeting unless a quorum is present at the time that the meeting proceeds to business. At least ten (10) percent of the paid-up Professional Members of the Association, present or represented by proxy, shall constitute a quorum.

8.2 If, within fifteen (15) minutes after the time appointed for the meeting, a quorum is not present the meeting:-

8.2.1 if convened upon request of Professional Members, shall be dissolved , or

8.2.2 in any other case, it shall stand adjourned for the same day in the next week at the same time and place, and at such adjourned meeting the Professional Members present shall constitute a quorum.

## 9 ADJOURNED MEETINGS

The Chairman of the Committee may, with the consent of any meeting at which a quorum is present (and shall, if directed by the meeting) adjourn the meeting from time to time and place to place, provided that at no such adjourned meeting shall any business, other than that appearing on the original agenda and remaining unfinished at the time of the adjournment, be transacted.

## 10 CHAIRMAN OF MEETINGS

The Chairman of the Committee, or in his absence, the Deputy Chairman of the Committee, shall preside at every General Meeting. If there is no Chairman or Deputy Chairman present within ten (10) minutes after the time appointed for the meeting, the paid-up Professional Members present shall choose one of their number to be Chairman.

## 11 VOTES

11.1 Each Paid-up Professional Member shall have one vote.

11.2 At any General Meeting, a resolution put to vote shall be decided on by a show of hands, unless a ballot is demanded before the result of the show of hands; members in the minority shall have the authority to have their minority vote recorded.

11.3 If a ballot is demanded, it shall be taken in such a manner as the Chairman directs and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

11.4 The Chairman shall have an ordinary vote and, in the case of equality of votes, whether on a show of hands or on a ballot, a second or casting vote.

11.5 Votes may be given personally or by proxy.

11.6 The instrument appointing a proxy shall be in writing and signed by the appointee and shall be deposited with the secretary of the Association prior to the poll on which the proxy vote is cast.

11.7 No resolution shall be passed unless a majority of such members as are present in person or by proxy have voted in favour of it: Provided that no resolution having the effect of altering or adding to this Constitution shall be passed unless two-thirds of such persons present in person or by proxy have voted in favour of it.

## 12 ALTERATION OF CONSTITUTION

12.1 No resolution having the effect of altering or adding to the Constitution of the Association shall be considered at any General Meeting unless :-

12.1.1 it has been proposed by the Committee, or

12.1.2 it has been proposed by not less than four (4) Professional Members and written notice thereof has been given to all members at least thirty (30) days before the date of the meeting.

- 12.2 Any amendments to the Constitution shall be submitted to the Commission for the South African Revenue Service.

### 13 COMMITTEE

- 13.1 The Association shall be governed by a Committee comprising a maximum of ten (10) Professional Members to be elected by vote at the Annual General Meeting. Chairmen of Regional Committees of the Association shall have a seat on the Committee even if not elected at the Annual General Meeting.
- 13.2 At the Annual General meeting in each year at least half of the elected Committee Members shall retire; provided that no Committee Member shall serve more than two (2) terms without retiring. Committee Members who are absent from the Annual General Meeting and who have not indicated their intention not to retire, will automatically be considered to have retired. Committee Members who retire shall be eligible for re-election on being properly nominated in terms of clause 14.4.
- 13.3 Should a vacancy occur on the Committee, it may be filled by the Committee and the person so appointed shall hold office for the period for which his or her predecessor was elected until the next Annual general Meeting.
- 13.4 Nominations for election to the Committee shall be made in writing to the Secretary at least fourteen (14) days before the Annual General Meeting in each year.

### 14 SECRETARY AND TREASURER

The Committee shall appoint any person who it thinks fit, whether a member of the Association or not, as Secretary and any second such person as Treasurer.

### 15 COMMITTEE MEETINGS

- 15.1 The Chairman of the Committee shall convene a meeting of the Committee every six (6) months or more frequently as occasion demands: Provided that no such meeting shall take place without each Committee Member being given a minimum of thirty (30) days written notice and seven (7) days telephonic notice in an emergency, such notice to include the purpose of the meeting.
- 15.2 A minimum of four elected Committee Members personally present shall constitute a quorum at any meeting of the Committee.
- 15.3 The Chairman, or, in his absence, the Deputy Chairman, shall preside at Committee Meetings. Should both the Chairman and Deputy Chairman not be present, the members present shall appoint a Chairman for the duration of the meeting.
- 15.4 The Secretary shall cause the minutes of all Committee Meetings and General Meetings to be kept and those minutes shall be submitted for confirmation at the next meeting of the Committee or General Meeting, as the case may be, and signed by the Chairman of that meeting.
- 15.5 The secretary shall, immediately on receipt of any report or notification from any person, public body or Government Department, send copies thereof to all members of the Committee.

### 16 POWERS OF THE COMMITTEE

- 16.1 The Committee shall carry out the objectives of the association as set out in paragraph 2 and the powers of the Committee shall include, but not be limited to, the following :-
- 16.1.1 The right to co-opt suitable people onto the Committee and to delegate specific responsibilities to those co-opted persons as deemed appropriate by the Committee. Co-opted persons shall not have the right to vote on matters discussed by the Committee.
- 16.1.2 Appointment of such standing committees as shall be necessary for the purpose of undertaking or delegating special work, subject always to control by the Committee. The Chairman and Deputy Chairman shall be *ex officio* members of all standing committees, each of which shall have its own chairman who shall be a member of the Committee.
- 16.1.3 Introduction of regulations (not inconsistent with this Constitution) as it may deem necessary for the

proper conduct of the activities of the Association.

- 16.1.4 Expulsion of members, the requirement of members to resign and the exercise of disciplinary powers over members, subject always to the provisions of paragraph 7.2
  - 16.1.5 Opening and operating one (1) or more banking accounts. Payments drawn from the account(s) shall be signed by the Treasurer and countersigned by one (1) Committee member : Provided that such Committee Member shall have submitted a specimen signature to the Association's bankers.
  - 16.1.6 Recognise a demographic area which contains a number of members and allow such members to elect a Regional Committee. Such Regional Committee shall be known by the name of the area or region it represents. The Chairman and Deputy Chairman of the Association shall be *ex officio* members of Regional Committees.
- 16.2 Only the Committee will have executive and other powers, unless otherwise stated in this Constitution, and if delegated must be in writing substantiated by a minuted resolution of the Committee.

## 17 REGIONAL COMMITTEES

- 17.1 Regional Committees shall be constituted under the same conditions as apply in paragraph 14 with the exception that the Regional Committee shall comprise a minimum of five (5) Professional Members.
- 17.2 Voting procedures within the Regions shall be in accordance with paragraph 12.

## 18 POWERS OF REGIONAL COMMITTEES

- 18.1 Regional Committees shall have authority to :-
  - 18.1.1 approve applications, from within the Region, for membership to the categories of Professional Member and Member as well as applications to become an Associate of the Association; provided that approved applications are submitted to the Committee for ratification;
  - 18.1.2 carry out Association business in accordance with the terms of paragraph 17 but shall exclude the powers accorded in subparagraphs 17.1.4 and 17.1.6.

## 19 OFFICERS OF THE ASSOCIATION

- 19.1 At the first Committee Meeting after the Annual General Meeting the Committee shall elect, from within its members, a Chairman and a Deputy Chairman who shall be the Officers of the Association.
- 19.2 The Officers of the Association, acting in agreement, shall have the power to take such day-to-day action as they deem necessary to further the objectives of the Association, except in relation to those powers of a General Meeting and the Committee: Provided that any such action taken by the Officers shall be reported, in writing, to the Secretary, who shall ensure that all such reports are included on the agenda of the next Committee Meeting.

## 20 APPLICATION OF FUNDS

- 20.1 No profits, gains, funds, money, property or assets will be distributed to any person, including members, office bearers or committee members, except as reasonable compensation for services provided to the Association. The funds of the Association will be applied solely for investment and in meeting the objectives for which it was established as set out in paragraph 2 of this document.
- 20.2 Funds available for investment will only be invested with registered financial institutions as defined in section 1 of the Financial Institutions Act of 1984 and in securities listed on a licenced stock exchange as defined in the Stock Exchange Control Act No 1 of 1985.

## 21 FINANCIAL RULES

- 21.1 The accounts of the Association shall be kept by the Treasurer and shall be open for inspection at any reasonable time, upon application, by any interested party. As soon as possible after the close of each Financial Year (30<sup>th</sup> November annually), the Balance Sheet and Revenue and Expenditure Account shall be prepared and, having

been duly audited and certified, shall be submitted to the members at the Annual General Meeting.

## 22 BOOKS

22.1 The books to be held by the Association shall include the following:-

Register of members;	Secretary
Minute Book;	Secretary
Cash Book;	Treasurer
Journal;	Treasurer
Ledger;	Treasurer

## 23 NOTICES

23.1 The accidental omission to give notice of any General Meeting to any member, or the non-receipt by any member of notice of any such meeting, shall not invalidate the proceedings at that meeting.

23.2 Any notice shall be deemed to have been properly given to a member if given to that member personally or sent by prepaid mail (or in the case of notice in terms of paragraph 7, by prepaid registered mail) to the last known address of the member and, any notice sent by post, shall be deemed to have been delivered on the fourteenth (14<sup>th</sup>) day following the date of posting.

## 24 APPENDICES

24.1 The contents of the Appendices to this Constitution may be amended by the unanimous decision of Committee Members at a Committee Meeting. Any amendments so approved shall be presented at the next Annual General Meeting for ratification by the Members.

## 25 LIMITED LIABILITY

25.1 The Association is not formed for any purpose of gain and no member shall be liable for any debts or obligations of the Association, save only to the extent of any unpaid subscriptions.

25.2 No Committee member shall be liable in respect of any loss, damage, injury or death, sustained by the Association, its members or affiliates, caused howsoever, unless such is caused through the unlawful action of the Committee member.

## 26 WINDING UP

26.1 The Association may be closed down and wound up if a resolution to do so is passed by a minimum of two thirds of voting members present in person or by proxy at a meeting convened for the purpose of considering such a matter.

26.2 In the event of the Association being wound up, the Association must first pay all outstanding creditors.

26.3 No asset of the Association shall be distributed to any member, office bearer or committee member of the Association. In the event of the Association being wound up, the nett assets of the Association shall be distributed to another organisation which has similar objectives to those of the Association and which is in itself exempt from income tax in terms of section 10(1)(cB)(i)(ff) of the Income Tax Act.

26.4 The organisation which will benefit from the winding up of the Association shall be determined at the same meeting convened for the purpose of considering winding up the Association.

27 **Game Ranging / Conservation Practice** is a field that encompasses many aspects of conservation work and includes, but is not restricted to the following:-

= *Territorial integrity and law enforcement:*

Actively combat potential or actual threats to the area of management such as, but not limited to, environmental crime, general crime, marine law enforcement, pollution control, open access management

= *Natural studies and scientific support:*

Study, monitor, record and report on natural occurrences and phenomena, collection of data and samples, criteria and

indices

- ...= *Wilderness, and protected area management:*  
Engaged in the planning and the effective management of Africa's wilderness, terrestrial and marine protected areas through the application of best practice methods. These activities will include (but not be limited to) wilderness area, mountain catchment, and indigenous forestry management, through interventions including soil erosion control, invasive alien biota control, fire management, game census and population management.
- = *Sustainable resource utilisation:*  
Promote the value of, and prevent the degradation/destruction of natural resources.
- = *Environmental education:*  
Contribute towards a public general awareness of conservation and environment as well as addressing environmental issues for visitors and local bordering communities
- = *Community relations:*  
Contribute towards acceptance and understanding by, and cooperation of, neighbouring communities in conservation management, understanding and support for biodiversity conservation, wise and sustainable use of natural resources within communities living around Protected Areas

These are the duties of a **Game Ranger**.

## **Benefits for Membership Categories and Associates**

### **Honorary Member**

Honorary Members shall be entitled to:-

- vote in the affairs of the Association in accordance with the provisions of the Constitution;
- an updated address list of the members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- an Honorary Member's manifesto and the display thereof;
- wear and display the badge of the Association.

### **Professional Member**

Professional Members shall be entitled to:-

- vote in the affairs of the Association in accordance with the provisions of the Constitution;
- an updated address list of the members of the Association.
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- a Professional Member's manifesto and the display thereof;
- wear and display the badge of the Association.

### **Member**

Members shall be entitled to:-

- an updated address list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all the activities of the Association;
- a Member's manifesto and the display thereof;
- wear and display the badge of the Association.

### **Corporate Member (Bronze)**

Corporate Members (bronze) shall be entitled to:-

- an updated list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- a Bronze Corporate Member's manifesto and the display thereof;
- display the logo of the Association on all stationery;
- a 5% discount on negotiated services and activities offered by GRASS;
- access to the branded clothing, licence holders, books and other regalia of the Association.

### **Corporate Member (Silver)**

Corporate Members (Silver) shall be entitled to:-

- an updated list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;

- a Silver Corporate Member's manifesto and the display thereof;
- display the logo of the Association on all stationery;
- a 10% discount on negotiated services and activities offered by GRASS;
- access to the branded clothing, licence holders, books and other regalia of the Association;
- a half page free advertising space annually in one edition of the newsletter;
- a half page free editorial annually in one edition of the newsletter.

### **Corporate Member (Gold)**

Corporate Members (Gold) shall be entitled to:-

- an updated list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- a Gold Corporate Member's manifesto and the display thereof;
- display the logo of the Association on all stationery;
- a 20% discount on negotiated services and activities offered by GRASS;
- access to the branded clothing, licence holders, books and other regalia of the Association;
- a half page free advertising space annually in two editions of the newsletter;
- a half page free editorial annually in two editions of the newsletter;
- one annual lecture on a prearranged ecological topic by a member of the Association.

### **Corporate Member (Platinum)**

Corporate Members (Platinum) shall be entitled to:-

- an updated list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- a Platinum Corporate Member's manifesto and the display thereof;
- display the logo of the Association on all stationery;
- negotiated services and activities offered by GRASS at cost;
- access to the branded clothing, licence holders, books and other regalia of the Association;
- a half page free advertising space annually in two editions of the newsletter;
- a half page free editorial annually in two editions of the newsletter;
- two annual lectures on a prearranged ecological topic by a member of the Association.
- negotiate certain rights and privileges with the Committee e.g. use of the logo for branding or marketing.

### **Student**

Students shall be entitled to:-

- an updated address list of members of the Association;
- receive all correspondence, newsletters and magazines;
- participate in all activities of the Association;
- a Student manifesto and the display thereof;
- wear and display the Associate logo of the Association.

# GAME RANGERS ASSOCIATION OF AFRICA



## MEMBERSHIP ADMINISTRATOR

Don Yunnie

7 Chalet Drive

Hilton, 3245

South Africa

Local Tel & Fax (033) 343 1534

Int. Tel & Fax (+2733) 343 1534

E-mail [dyunnie@xsinet.co.za](mailto:dyunnie@xsinet.co.za)

## APPLICATION FOR MEMBERSHIP 2008

SURNAME: \_\_\_\_\_

CHRISTIAN NAMES: \_\_\_\_\_

STATE PREFERRED NAME TO BE USED: \_\_\_\_\_

Date of birth: \_\_\_\_\_ I.D. Number \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CODE: \_\_\_\_\_ PROVINCE / COUNTRY: \_\_\_\_\_

CONTACT PHONE (H) \_\_\_\_\_ PHONE(W) \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Cell: \_\_\_\_\_ Spouse's name \_\_\_\_\_

PROPOSER: (This person must be a Professional Member of the Association but preferably not a Committee member) Please supply the full name, membership number and contact details of your proposer.

Name \_\_\_\_\_ Membership Number \_\_\_\_\_

SECONDER: (This person must be a Member of the Association but preferably not a Committee member) Please supply the full name, membership number and contact details of your seconder.

Name \_\_\_\_\_ Membership Number \_\_\_\_\_

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### 8. MEMBERSHIP CATEGORIES AND ANNUAL SUBSCRIPTION as from 1/12/07

(Please indicate which category you are applying for)

#### 8.1 Professional Member - R170 + R85 Joining Fee

Being any person who has earned his or her living in game ranging for a continuous period of at least five years

Please attach a separate C.V to this application stipulating the protected areas and capacity in which you worked, dates of service and, comprehensive details of the type and nature of work undertaken at each post. Eg. Veld management, anti-poaching, game capture, environmental education, monitoring and research etc.

#### 8.2 Member - R170 + R85 Joining Fee

Being any person who is earning his or her living in the game ranging profession and who, due to his or her level of experience, does not qualify for Professional membership.

Please attach a separate C.V to this application stipulating the protected areas and capacity in which you worked, dates of service and, comprehensive details of the type and nature of work undertaken at each post. Eg. Veld management, anti-poaching, game capture, environmental education, monitoring and research etc.

**8.3 An Associate - R170 + R85 Joining fee**

Being any ranger who resides outside Africa, or any person not in the profession or organisation affiliated with the profession may apply to become an Associate of the GRAA. Applications shall be approved subject to adherence to the Mission and Code of Ethics of the GRAA.

**Note:** For all members who reside outside Africa in the above membership categories a compulsory levy of R85 will be charged to cover additional postage and bank costs. All moneys payable to the GRAA will be in South African Rand.

**8.4 Corporate Member**

Being an organisation or business which adheres to the Mission and Code of Ethics of the Association. Please attached a separate form to this application with the organisations or business résumé and any other relevant information.

8.4.1	Bronze Corporate Member-	R 5 000
8.4.2	Silver Corporate Member -	R10 000
8.4.3	Gold Corporate Member -	R20 000
8.4.4	Platinum Corporate Member	- More than the above and negotiate privileges

ORGANISATION OR BUSINESS NAME: \_\_\_\_\_

**For all the above categories members are entitled among other things to the following:**

- Participate in all the activities of the GRAA
- An up to date address list of GRAA members.
- Receive all correspondence, newsletters and magazines.
- A Game Rangers Manifesto and the display thereof.
- Access to the branded clothing, licence holders, books and other regalia of the GRAA.

**9 SKILLS INFORMATION:** (Please give us an indication of any professional skills we can utilise within the Association, e.g. Guiding, Consultancy, Research, Environmental Education, Hunting, Language, Pilot, Diver, Photographer, Business Administration, Financial, etc.)

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**10 ADMITTANCE TO MEMBERSHIP**

- 10.1 The Association may, at its absolute discretion, admit or not admit any application to any category of membership.
- 10.2 Acceptance to any category of membership of the Association obliges such member to abide by the Constitution and Code of Ethics of the Association.
- 10.3 Should any applicant not be admitted to membership, he or she may not reapply for six months from the date of the refusal of the application.

**11 NOTE**

**Please attach your joining fees and 1 years membership fees to this application.**  
**Should your application not be successful, your fees will be returned.**  
Successful applicants will have the following sent to them. The Constitution of the Association, Membership Manifesto, Membership Badge, Member Address List and the last Newsletter of the Association.

**12 DECLARATION** I, \_\_\_\_\_  
(Print Name in full)

Apply for \_\_\_\_\_  
(Print type of Membership)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Submit this form to your local regional committee or post it to The Membership Administrator at the above address.

## **Code of Ethics**

### **Members of the Game Rangers Association of Africa shall :-**

- use their knowledge, skills and training to promote the interests of Nature Conservation;
  - Ensure that they are adequately qualified to perform those tasks they have contracted to carry out;
  - not misrepresent their qualifications or abilities, or misrepresent themselves to be acting on authority, or with permission, directly or indirectly, for or on behalf of the Association, without the written consent of the Association. Any such representation shall be regarded as a misrepresentation by the member in all respects.
  - not represent themselves as spokesmen of the Association without authority;
  - conduct their professional affairs in an ethical manner as prescribed in this code, endeavour to protect the Association from misunderstanding and misrepresentation, and will co-operate with one another to assure interchange of knowledge and experience;
9. present, upon request by any rightful petitioner, evidence of qualifications and experience;
- give proper credit to, and avoid misrepresentation of, the work and ideas of others;
  - in all decision-making regarding the ecological management of the environment, make due allowance to available advice, papers etc of registered ecologists. This information should actively be sought;
  - in all management actions, minimise any adverse effect on the environment;
  - when possible, volunteer their special knowledge, skills and training to the public for the benefit of mankind and the environment;
  - not discriminate against others on the basis of sex, creed, religion, race, colour, national origin, economic status, cultural ties or organisational affiliation;
  - clearly differentiate between facts and opinions;
  - to the best of their ability, keep informed of advances in knowledge and techniques and, when necessary, integrate such knowledge and techniques into their professional activities, when practical;
  - inform a prospective or current employer or client of any professional or personal interest which may impair the efficiency of their work, and provide their client or employer with access to the provisions of this code;
  - respect any request for confidence expressed by their employer or client, provided that such confidence will not contribute to unnecessary or significant degradation of the environment and does not jeopardise the health, safety or welfare of the public. Should a conflict develop between such confidence and the welfare of life or property of the public, members of the Association shall notify their employer or client of the conflict, in writing, and advise the Association that such conflict exists;
  - not seek employment by unethical bidding but shall expect the prospective employer or client to select professional Game Rangers on the basis of ability and experience All salaries or fees and the extent and kinds of service to be rendered shall be prescribed fully in writing prior to employment;
  - accept compensation for a particular service or report from one source only, except with full knowledge and consent of all concerned parties;
  - advertise their services in a dignified and factual manner;
  - be obliged, when they have substantial evidence of a breach of the code by another member, to bring such conduct to the attention of the offender and to the Association;
  - not seek employment, grants or gain, or attempt to injure the reputation or opportunities for employment of another Game Ranger by false, biased or undocumented claims or accusations, by any other malicious actions, or by offers of gifts or favours.

**NB Should any member of the Association fail to abide by this Code of Ethics, the Committee shall have the power to impose such disciplinary action as it deems appropriate.**

**GAME RANGERS ASSOCIATION**  
**DISCIPLINARY CODE AND PROCEDURE**

1 Introduction

It is the stated aim of the Game Rangers Association of Africa (“the Association”) to ensure that those responsible for the future of conservation in Africa are dedicated, motivated, skills-trained, ethical and professional in the execution of their duties. It is each member’s responsibility to ensure that the ethical and professional standards of the Association are maintained at the highest level, in order that the Association may expand its policy and achieve its goals effectively and efficiently. To this end a Code of Ethics has been established and included in the Constitution of the Association.

Although it is each member’s responsibility to ensure sound professional relations between each other and between member’s and the Association, the Committee is empowered to exercise disciplinary powers over members in order that the objectives of the Association are met.

Four elements regarding this responsibility may be distinguished:

Any clash of interests which may occur or exist between members and the Association is regulated in such a way as to maintain peaceful relations so that the prerogatives of the Association as well as acknowledged member rights may be safeguarded.

A basic standpoint in professional relations is that member-member relations, and member-Association relations, are not in opposition but that a vast area of communal interest exists. It is the task of the Committee to further and expand this area of common interest by the consistent application of the Association’s Constitution.

In the event of a conflict of interest between a member and the Association, it will be the duty of Committee to regulate and resolve the conflict, as far as possible, in order that the objectives of the Association may be met.

This is achieved by means of effective communication, consultation and negotiation while simultaneously safeguarding the rights of both the Association and the members.

In order to achieve the objectives set in respect of professional relations, the Committee, as representing the Association, on the one hand and the members on the other have a legitimate role to play in terms of communication and negotiation.

2 Principles of the Association's Professional Relations Policy.

The following principles form the basis of the professional relation’s policy.

- 2.1 The primary responsibility for the maintenance and expansion of sound professional relations rests with Committee.
- 2.2 The management and application of practical professional relations may be delegated to the Regional Committees.
- 2.3 The Committee has specific inalienable prerogatives to manage the Association optimally.
- 2.4 Equable and fair treatment of all members is an unavoidable consequence of the Association's member and professional relations policy.
- 2.5 The consequential application and continuous updating of the Association's member and professional relations policy, disciplinary code and procedures as well as grievance procedures are recognised.
- 2.6 The Committee undertakes to maintain and promote the obligation of goodwill between the Association and all members.
- 2.7 Committee undertakes to eliminate any unreasonable/unfair professional practices which may exist or which may develop in the course of the Association/member relationship.
- 2.8 Furthermore Committee undertakes at all times to comply with legal directives, ethical codes and negotiated agreements.
- 2.9 Committee is committed to the principle of equal opportunities for all members and the elimination of any discriminatory practices.

**PART I**

**DISCIPLINARY PROCEDURES AND CODE OF CONDUCT**

**PROCEDURES FOR DISCIPLINARY ACTION**

1. The need for discipline

Sound discipline is in the interest of both the member and the Association so that the member will know how to conduct himself and know what is expected of him. The advantage for the Association is that it can rely on the co-operation of its members in order to achieve its objectives. Lack of discipline breeds anarchy.

2. Association regulations

To ensure sound co-operation, legal stipulations, rules and regulations exist with which each and every member must comply. It is the responsibility of the members to acquaint themselves with such regulations. These may be found in the Constitution of the Association and Annexure thereto.

### 3. The Disciplinary Code

In cases where members break above-mentioned rules, the Association will have to take disciplinary action. The definition of what may be regarded as unacceptable conduct, as well as clarification of disciplinary steps to be taken for specific misconduct, is known as the Disciplinary code (See Part III).

### 4. Disciplinary Procedures

The enforcement of disciplinary codes must at all times be just in order to ensure that members are treated fairly; disciplinary conduct must be consistent insofar as the unique circumstances of each incident allows. For this reason disciplinary procedures are stipulated and must be adhered to by the Committee. Important principles are raised upon which these procedures are based.

### 5. Principles which must be adhered to during disciplinary procedures

#### 5.1 Prerogatives of the Committee

Maintaining discipline is the prerogative of the Committee, but is also the responsibility of each member.

#### 5.2 Premise of rehabilitation

Rehabilitation means changing a person's conduct because it deviates from the rules as set out in Section II. Disciplinary steps focus in a positive way on the rehabilitation of a person's behaviour. If corrective measures prove unsuccessful, punitive measures may be appropriate. The rights of the member and the Association (as outlined below) must be respected.

#### 5.3 Rights of the Association and members

- Every member has the right to be represented by a fellow member of his choice during disciplinary hearings. The task of the representative is to support the accused or to state his case. One representative, who must be a member, will be allowed.
- The member and the Association each have the right to state their case and to deliver proof.
- The member and the Association each have the right to call witnesses in support of their case.
- The member has the right to be present when witnesses testify against him and he also has the right to cross-examine these witnesses. The Association has the same rights.
- The member has the right to appeal against disciplinary steps taken against him if he feels he has been unfairly treated.
- The member has the right to an interpreter if he is unable to understand the language in which the hearing is conducted.

#### 5.4 Consistency

Discipline must be enforced consistently. Discipline is undermined if disparate disciplinary steps are enforced for similar misconduct.

#### 5.5 Fairness

Discipline must be applied fairly. There are two aspects to fairness.

- (i) Substantive fairness: Members may only be disciplined for fair and valid reasons.
- (ii) Procedural fairness: The prescribed procedures must be strictly adhered to.

#### 5.6 Clash between consistency and fairness

Circumstances surrounding misconduct may differ from case to case. To ensure fairness the Committee must take these circumstances into consideration when deciding on relevant disciplinary action. When deviating from the accepted practice as prescribed in the disciplinary code, the Committee must guard against creating the impression that some members are discriminated against (consistent conduct). The reasons for deviating from the disciplinary code must be explained to the member, as well as being stated in the report.

#### 5.7 Lapse of time between the alleged misconduct and the holding of the disciplinary hearing.

The hearing must take place as soon after the alleged misconduct has taken place as possible.

#### 5.8 Advance notice

The member must receive written notification of the hearing at least 30 days before the hearing takes place.

#### 5.9 Hearing prior to dismissal

No member, regardless of the seriousness of the alleged misconduct, may be dismissed without a disciplinary hearing, unless he waives his rights.

#### 5.10 No discrimination

The disciplinary procedures and code apply to all members, irrespective of race, sex, religion or status.

#### 5.11 Enlightenment

It is the responsibility of the Committee to ensure that all members are enlightened about the disciplinary code and procedures.

#### 5.12 Previous misconduct

When disciplinary measures are decided upon, only those similar offences, for which valid disciplinary reports/written warnings are available, will be taken into consideration. Previous misconduct is considered for a maximum period of six months only, and kept on file for record purposes.

#### 5.13 Conditional suspension

Conditional suspension as such is not considered a disciplinary step. A member may be conditionally suspended while a disciplinary hearing is pending:

#### 5.14 Criminal offences

All offences committed are still dealt with according to disciplinary procedures, regardless of whether the person will have to appear in a court of law as a result of the offence. If a member is imprisoned and the offence merits disciplinary steps as well, a disciplinary hearing may be held in his absence, and his membership may be terminated.

### 6 The disciplinary hearing

#### 6.1 Recording the misconduct

As soon as possible after the alleged misconduct has taken place, it shall be reported to the Committee. The Committee will determine whether, *prima facie*, there is a case of a contravention of the Association's policy and procedures and whether such contravention merits disciplinary action.

#### 6.2 Notice of the disciplinary hearing

The member must receive written notice of the hearing at least 30 days before the hearing takes place. For this purpose notification sent by registered post shall be deemed to have been received by the member seven days after such has been posted.

The notification must contain the following information:

- The exact wording of the alleged misconduct, including details thereof (Refer to the Disciplinary Code and / or Code of Conduct).
- The date, place and time of the hearing.
- The member must be informed that he may have a representative of his choice (refer to point 5.3.1) and that the onus is on him to advise the representative.
- The member must be informed that he may use witnesses to support his case.

#### 6.3 The Chairman

- Chairmanship of a disciplinary hearing shall vest in a Disciplinary Committee appointed from time to time by the Committee, and shall consist of no less than two, and no more than four, Professional members of the Association, of which no less than one shall be a member of the Committee. The Disciplinary Committee shall, from its own ranks, elect a spokesman to chair the disciplinary hearing.
- The plaintiff, or accuser, in the case may not sit on the Disciplinary Committee, being directly involved and not always able to be objective.

#### 6.4 Persons present at the hearing

- The Disciplinary Committee.
- The member as defendant.
- The plaintiff. Where the Association is the plaintiff, the Committee shall appoint a Committee member to represent the Association.
- The member's representative if desired. No legal representation or outside persons will be allowed.
- Any witness so called by the plaintiff or by the defendant.
- An interpreter, if required by the member.

The hearing may only be conducted in the absence of the alleged offender if he is in prison or if he refuses to attend the hearing.

#### 6.5 Absence of the alleged offender

- The alleged offender may not be absent from the hearing unless his conduct seriously disrupts the proceedings. In such a case he may be requested to leave the venue, and will forthwith comply.
- If the alleged offender does not appear for the hearing a second date must be decided upon. Once again the alleged offender must receive written notification of the new date of the hearing. For the purposes of a second notification the member must receive written notice of the hearing at least seven days before the hearing takes place. For this purpose notification sent by registered post shall be deemed to have been received by the member seven days after such has been posted.

- If the alleged offender is not present for the second hearing, the hearing may proceed in his absence. The Disciplinary Committee responsible for the hearing must reach a decision based on available information.

## 6.6 Steps to follow during the hearing

### 6.6.1 Gathering of information

The Disciplinary Committee must:

- Ensure that all parties are present. If the alleged offender does not require a representative this must be duly noted in the report and signed by the chairman;
- Ascertain that the alleged offender had sufficient time at his disposal to prepare for the hearing;
- Read out aloud the alleged offence;
- Grant the alleged offender the opportunity to describe the incident and to give reasons for his conduct;
- The plaintiff to describe the incident;
- Give the alleged offender or his representative the opportunity to question the plaintiff;
- Call in witnesses individually to obtain their evidence. The witnesses may not be present at any other time during the hearing;
- Give the alleged offender or his representative the opportunity to cross-examine witnesses;
- Ensure that minutes of the proceedings are taken and that these are summarised and read aloud to ensure that it is a true rendition of the proceedings; and
- Request the member to absent himself from the proceedings before a finding on his guilt or otherwise is made.

### 6.6.2 Finding of guilty or not guilty

The Disciplinary Committee must:

- Hear the opinions and reasons therefore of the persons involved in the hearing regarding the guilt or innocence of the alleged offender;
- make a decision and state their reasons after having heard the opinions as aforesaid and duly minute them;
- call in the member and his representative to inform him of his decision, and to give the reasons therefore; or
- postpone the investigation if they are unable to reach a decision on the information available.
- allow the member to state his case in mitigation, if found guilty.

### 6.6.3 Determining disciplinary action

The defendant again has to leave the venue so that relevant disciplinary action may be determined. At this stage any previous similar offences are considered for the first time when deciding upon disciplinary action:

- The seriousness of the offence (Refer to Disciplinary Code Part II);
- the circumstances surrounding the incident;
- whether the member was aware of the unacceptability of his conduct;
- the number and nature of other offences committed no more than six months previously;
- the member's professional career and contribution/s to the Associations objectives;
- the manner in which similar offences were treated previously;
- any aggravating or mitigating circumstances which may exist.

The Disciplinary Committee must consider the opinions of the rest of the persons involved in the hearing and thereafter reach his decision.

### 6.6.4 Completion of the disciplinary report and disclosure to the member

The Disciplinary Committee is responsible for completing the report.

- The Disciplinary Committee will call in the defendant and his representative and make known the finding as well as reasons for the finding.
- If uncertainty exists as to the administration of disciplinary action, the Disciplinary Committee may postpone making a decision until the necessary confirmation has been obtained. The member must, however, be informed of the decision within two days of the hearing.
- The Disciplinary Committee must read the report to the member, which the member must sign indicating that he has been advised of the decision. If the member refuses to sign, the chairman must confirm in writing that the decision has been relayed to the member. The Disciplinary Committee as well as a witness must sign the written confirmation.
- The member must be advised that he has the right to appeal in writing to a higher authority if he feels that he has been unfairly treated. This written appeal must be submitted within 5 working days.

Disciplinary steps must always consider the nature and seriousness of the offence, as well as the

circumstances under which the offence was committed. The principles of fairness, equity and uniformity must be applied.

## PART II

### DISCIPLINARY CODE

In the case of serious offences, termination of membership may be considered, subject to a full disciplinary hearing. Usually discipline is enforced progressively, as set out below.

Offences may be divided into 2 broad categories, according to the nature of disciplinary steps to be taken for such offences. A distinction is made between Category 1 and Category 2 offences, as well as the relevant disciplinary action. Circumstances may however, dictate that a more or a less serious penalty be enforced. Depending upon the circumstances of each individual offence, a verbal or written warning may be issued.

#### Category 1 - Offences

The nature of offences in this category necessitate a formal disciplinary hearing:

The following list gives examples of offences, but in no way purposes to be exhaustive. Consequently, a member who is found guilty of committing an offence not specifically mentioned in these rules, may nevertheless be disciplined in appropriate circumstances.

Use of knowledge, skills and training to defeat the interests of Nature Conservation.  
Contracting to carry out tasks without being adequately qualified.  
Misrepresentation of qualifications or ability.  
Representing self as a spokesperson of the Association without authority.  
Unethical conduct in professional affairs.  
Misrepresenting the Association.  
Failure to present evidence of qualifications or experience to a rightful petitioner.  
Take credit for, or misrepresent, the work and ideas of others.  
Failure to make due allowance to available advise in decision making regarding the ecological management of the environment.  
Taking management actions that exacerbate the adverse effect on the environment.  
Any form of discrimination.  
Failure to keep abreast of advancements in knowledge and techniques pertaining to environmental management.  
Failure to inform a prospective employer or client of any professional or personal interest which may impair the efficiency of the work.  
Failure to provide a prospective employer or client with access to the provisions of this code.  
Failure to respect an employer or clients confidence, as provided for in the Code of Conduct.  
Seek employment through unethical bidding.  
Accept all compensation for services or reports from one or more parties without the full knowledge and consent of all concerned parties.  
Advertise services in an undignified or false manner.  
Failure to report a breach of the Code of Conduct by another member.  
To seek employment, grants or gain by false, biased or undocumented claims or accusations, by any other malicious actions, or by offers of gifts or favours  
To injure the reputation or opportunities for employment of another member by false, biased or undocumented claims or accusations, by any other malicious actions, or by offers of gifts or favours  
Theft.  
Grave dishonesty or fraud.  
Falsification of documents.  
Abuse of membership for personal gain at the expense of the Association.  
Bribery or receiving of goods or money as bribes  
Inciting fellow-members to ignore orders, rules or the Code of Conduct.  
Failure to comply with existing rules and regulations  
Irresponsible use of a firearm.  
Use or be in possession of prohibited drugs.  
Gross negligence resulting in serious injury to a person or persons.  
Swearing at or insulting another person.  
Gross, rude or abusive behaviour towards visitors, the public, supervisors or subordinates.

If mitigating circumstances are found during the course of the disciplinary hearing, the disciplinary steps applicable to Category 2 offences may be enforced.

#### Category 2 - Offences

Offences in this category do not usually justify formal disciplinary hearings, although there may be exceptions.

The following list gives examples of offences, but in no way purposes to be exhaustive. Consequently, a member who is found guilty of committing an offence not specifically mentioned in these rules, may nevertheless be disciplined in appropriate circumstances.

2.1 Providing unauthorised information to the media.

- 2.2 Rude, insulting or threatening behaviour towards visitors, the public, colleagues or supervisors.
- 2.3 Any behaviour which may harm the image of the Association.

### Disciplinary Actions

The aim of disciplinary action in this case is aimed at rehabilitation. It is therefore important that the Disciplinary Committee presiding over the hearing explain the consequences of the member's conduct, if found guilty. This needs to be done in as objective and unemotional way possible. After the investigation or written warning it is important for the supervisor to do follow-up work to ensure that the desired changes in behaviour have occurred.

Formal disciplinary steps (excluding verbal warnings) with regard to offences in this group are the following:

#### Verbal warning

- A verbal warning is an informal way of advising a member that certain acts or omissions are unacceptable. Verbal warnings are usually given for less serious misconduct.
- No formal disciplinary hearing is held. Minutes of the conversation are not taken. A note is made that a verbal warning has been issued, and the Committee member and the member sign this, and placed on the member's personnel file.
- Since a full hearing is not held, the verbal warning does not carry the same weight as a written warning. Usually two written warnings still need to be issued before a disciplinary hearing is considered if the member repeats the offence.

#### 3.2 First offence

Issue a written warning that the member's continued membership will be seriously jeopardised if he again commits a similar offence.

#### 3.3 Second offence

Issue a final written warning to the member that a repetition of the offence would lead to formal disciplinary action.

#### 3.4 Third offence

This will result in a disciplinary hearing.

If there are mitigating circumstances the member may be demoted to a lower level of membership. The member must, however, sign a document accepting the demotion.

If aggravating circumstances exist, it may be necessary to issue a final warning or in exceptional cases, to hold a disciplinary hearing after the first offence.

## **PART III**

### **APPEAL PROCEDURES**

If an member wishes to appeal against an action instituted against him in terms of the Disciplinary Code and Procedures, except in the case of a verbal warning, said appeal must be submitted in writing within seven days to the Committee.

The Committee must consider the following points before calling a meeting with the parties involved. The date, time and place must also be determined.

- Mitigating Circumstances
- New evidence (the member must give reasons why the evidence was not led during the disciplinary hearing).
- Procedural anomalies
- Any other related factors
- If insufficient reasons for appeal are advanced the appeal may be dismissed.

The meeting is conducted like a trial, which means that the parties can call new witnesses to testify before the Disciplinary Committee. The Committee will appoint a new Disciplinary Committee for the appeal, which must be made of Professional members other than those of the Disciplinary Committee who presided over the disciplinary hearing.

The appellant is again entitled to be represented by a member representative.

At the end of the trial the Disciplinary Committee must make his decision known to all the parties involved. Such decision is final and no further appeal will be allowed.

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## PART IV

### GRIEVANCE PROCEDURES

It is in the interest of both Association and members that effective grievance procedures exist, which can serve as guidelines to eliminate problems. The aim of both parties should be the resolution of grievances as soon as possible. A grievance, for these procedures, is any form of dissatisfaction with regard to a behaviour or action which is formally being brought under the attention of Committee.

These procedures are primarily devoted to resolving individual grievances. Collective grievances, which may lead to group discussions/negotiations involving groups must be handled separately in cases where a group of members face a common problem, it must be resolved by collective negotiation.

Grievances, which are the direct result of disciplinary action taken by the Association, will be dealt with according to the appeal procedures of the disciplinary procedures.

Any grievance, which cannot be resolved at the Regional level, will be referred to the Committee.

Members and member representatives may submit grievances without fear that their rights and their conditions of service be adversely affected

#### Procedural Steps

#### 10. Regional Committee – Step 1

- 1.1 A member who wishes to submit a personal grievance must in the first instance submit it to his Regional Committee.
- 1.2 The Regional Committee will consider the grievance and decide whether to deal with/handle it personally. If not, the case is referred to step 2 of the procedures.
- 1.3 If the Regional Committee is unable to resolve the grievance to the satisfaction of the member, the member may call in his representative for assistance in his representations to his Regional Committee.
- 1.4 The Regional Committee must attempt to resolve the grievance, within two days if possible.
- 1.5 If the grievance is not resolved, it must be referred to the Committee.

#### 11. Committee – Step 2

Step 2 deals with a grievance which cannot be resolved during step 1.

- 2.1 The Committee must now attempt to resolve the grievance. If the Committee is of the opinion that it is a valid grievance, which can be resolved without discussions, they must do so. If so they are responsible for arranging discussion with the Regional Committee, the member and the member representative. These discussions must be concluded as quickly as possible after the grievance has been reported, within three days if possible.
- 2.2 If the Committee, after consultation with all parties, will issue a written decision within five days.
- 2.3 The decision of the Committee shall be final.

## THE GAME RANGERS ASSOCIATION OF AFRICA

### AWARDS OF THE ASSOCIATION

#### INTRODUCTION:

The awards of the Association are awarded by the Association to members and non-members, as determined herein, for outstanding achievement and excellence in the profession of Game Ranger, or in furthering the profession of Game Ranger and/or the Association.

#### AWARDS OF THE ASSOCIATION:

##### **Norman Dean Award - Gold medal:**

The highest award and honour that the Association can bestow upon anyone.  
This award can only be given to one person in any one year.

##### **Silver medal:**

An award made to an Honorary Member, Professional Member or Member of the Association for outstanding achievement and excellence in the profession of Game Ranger, or in furthering the profession of Game Ranger and/or the Association.

##### **Bronze medal:**

An award to any person or grouping of persons, member/s or non-member/s, for outstanding achievement and excellence towards furthering conservation, the profession of Game Ranger and/or the Association.

##### **Honorary Membership:**

An award made to a Professional Member or Member who has made a significant contribution towards conservation, the profession of Game Ranger and/or the Association, and who, at the discretion of the Committee, is deserving of Honorary Membership.

##### **Life-Time Achievement Award (“Spirit of Africa” Award):**

An award made to any person for an acclaimed significant and enduring legacy towards conservation in Africa and/or the Association and/or the profession of Game Ranger

#### **Certificates**

- Certificate of Recognition: Where the AC recognises the performance/achievement of an individual/group/organisation where an “award” is not appropriate.
- Certificate of Appreciation: A token of appreciation to an individual/group/organisation for a service to the GRAA or a service/act which supports the objectives of the GRAA.
- Certificate of Achievement: To recognise an achievement by an individual/group/organisation which furthers the objectives of the GRAA.

Although the Association shall strive to seek excellence among its membership on a continuous basis, if there are no nominations, or nominations are not worthy of the award, no award need be made in that year.

#### CRITERIA FOR AWARDS:

The awards of the Association are for made for outstanding achievement and excellence in the profession of Game Ranger, or in furthering the profession of Game Ranger and/or the Association..

All awards, except for Honorary Membership, are made for performance or action/s by the recipient,

which took place during the twelve months prior to being nominated for the award.

The following categories of Game Ranging are recognized for awards of the Association;

1. *Territorial integrity and law enforcement:*  
Actively combating potential or actual threats to the area of management.
2. *Natural studies and scientific support:*  
Study, monitoring, recording and reporting on natural occurrences and phenomenon, and field collection of data and samples.
3. *Management planning and implementation:*  
Planning and carrying out of actions, which can include the following; erosion and alien plant control, fire management and game population control. Improvement in, or innovative management techniques.
4. *Sustainable resource utilisation:*  
Promotion of the value of, and prevention of the degradation/destruction of natural resources. Improve the lot of endangered species.
5. *Environmental education:*  
Contributions towards a public general awareness of, and concern for, conservation, and contribution towards eco-tourism.
6. *Community relations:*  
Contributions towards acceptance by, and cooperation of, neighbouring communities in conservation and conservation management.
7. *Furthering the profession of Game Ranger and the aims of the Association:*  
Contributions towards upliftment of the Association and the Game Ranger profession.

*These are the duties of a Game Ranger.*

The following criteria are to be taken into account for determining awards;

1. Circumstances of the action: eg. degree of difficulty, size of area, available resources and manpower.
2. Degree of danger involved, risk attached.
3. Manifestation of heroism or bravery.
4. Degree of innovation, and level of available technology.
5. Degree of leadership and personal involvement.
6. Type of area and/or species involved; eg endangered species, wilderness areas.
7. Scope of activities; ie relating to number of above categories covered.

The above criteria to be further defined by;

1. Scale of effort and results achieved.
2. Degree of success achieved or results obtained, directly and indirectly, short-term and long-term.
3. The impact, or influence, of results on conservation, the profession and/or the Association.

Each award has certain specific criteria, which is given in the specific awards description.

In all cases of awards;

1. A posthumous award can be made after the passing of a recipient.
2. The recipient must not have any criminal record against his/her name.

## PROCEDURE FOR NOMINATION FOR AN AWARD:

1. Any nomination shall be proposed and seconded by an Honorary Member or Professional member.
2. Nominations are to be submitted to the Regional Committee's in writing with full motivation by end October of each year.
  - 2.1. A nomination for Honorary Membership shall be published in the Cleft Stick for comment by members.
3. The Regional Committee's must submit all nominations, with supporting motivation, to the Committee before the end of October of each year.
  - 3.1. In certain instances, the nominee's actions may be of such a nature as to be classified. If these action/s are classified for reason of:
    - 3.1.1. Endangerment of lives of the nominee and/or his colleagues
    - 3.1.2. Endangerment of lives of other persons.
    - 3.1.3. Endangerment of future actions linked to the nominated actionIn such circumstances a nomination may be made directly to the Chairman, who must consult with at least two other members of the Committee, agreed to by the nominee, and an attorney, as to the validity of an *in-camera* nomination in terms of 3.1 above.
4. The Committee to determine the recipients of the award/s by end November each year to allow ample time for preparation of certificates. Determination of recipients will be by a simple majority vote of the Committee, with the Chairman having a deciding vote.
  - 4.1. In terms of 3.1 above, the Chairman's decision will be binding.
5. Regional Committees to advise all accepted nominees of a possible award to ensure their attendance, or that of their representative, at the following AGM.
6. Nominees in all categories will be introduced at the AGM closing function and the recipients for each award will then be announced.

## SPECIFICS OF AWARDS:

### 1. **NORMAN DEAN AWARD FOR EXCELLENCE**

#### GOLD MEDAL AWARD

The highest award of the Association, the highest recognition by peers.

## INTRODUCTION:

Previously known as the Game Rangers Association Award for Excellence, the award was renamed the Norman Dean Award in 1995, in memory of this pioneering Game Ranger. Posted to Hluhluwe Game Reserve in 1954 he faced massive poaching problems as well as serious overgrazing and bush encroachment. When he died of cancer at age 58 he left as a legacy one of the best managed protected areas in Africa.

During 1991 a trophy was designed and made by staff of the Kruger National Park, primarily Arrie Schreiber and Chris Botes. Mounted on a kiaat base, is kiaat pyramid upon which a bronze lion has been mounted. A silhouette of Africa in rough bronze has been placed on the face of the pyramid, below which, engraved on bronze plate, appears the names of those members who have been awarded this highest accolade by their peers.

## ELIGIBILITY:

Only Honorary Members and Professional Members are eligible for the Norman Dean Award.

## SPECIFIC CRITERIA FOR THE NORMAN DEAN AWARD:

The recipient must have, in the twelve months prior to the award, excelled above and beyond the call of duty, facing extreme danger or threats to life and/or livelihood, or his/her contribution must be of ground-breaking and innovative in nature with far reaching and long-term positive influence in all spheres of conservation, the profession and/or the Association.

Given the status of this award, the Committee is bound to ensure that the award is only given to worthy recipients.

## THE AWARD:

A recipient of the Norman Dean Award will be given the inscribed trophy to keep and display for one year, and will also be given a suitably engraved gold medal, and certificate, to keep.

## 2. **SILVER MEDAL AWARD**

### ELIGIBILITY:

All Members – Honorary, Professional, Associate and Corporate – are eligible for the Silver Medal Award.

### SPECIFIC CRITERIA FOR THE SILVER MEDAL AWARD:

The recipient must have excelled in the profession of Game Ranger, or in furthering the profession of Game Ranger and/or the Association, as recognized by his peers, in the 12 months prior to being nominated.

This award may be awarded to more than one person in any given year.

### THE AWARD:

A recipient of the Silver Medal Award will be given a suitably engraved silver medal, and certificate, to keep.

## 3. **BRONZE MEDAL AWARD**

### ELIGIBILITY:

Any person or grouping of persons or organisation, member/s or non-member/s, is eligible for the Bronze Medal Award.

### SPECIFIC CRITERIA FOR THE BRONZE MEDAL AWARD:

The recipient must have excelled in furthering conservation, the profession of Game Ranger and/or the Association, in the twelve months prior to being nominated.

This award may be awarded to more than one person or grouping of persons in any given year.

### THE AWARD:

A recipient of the Bronze Medal Award will be given a suitably engraved bronze medal, and certificate, to keep.

#### **4. HONORARY MEMBERSHIP**

An award for service or contribution to the Association, the Profession of Ranger or conservation in general, which in the opinion of the Committee is deserving of Honorary Membership. Founder Members of the Association are automatically Honorary Members.

##### **ELIGIBILITY:**

Any individual is eligible for Honorary Membership.

##### **SPECIFIC CRITERIA FOR HONORARY MEMBERSHIP:**

3. The contribution must have been significantly and sustained and in the opinion of the Committee, worthy of Honorary Membership.

##### **THE AWARD:**

A recipient of an Honorary Membership will be given a suitably framed manifesto stating such, and will be exempted from paying membership subscriptions during the rest of his/her life time.

#### **4. THE “SPIRIT OF AFRICA” - LIFE TIME ACHIEVEMENT AWARD**

The greatest honour the GRAA can bestow upon any individual. An award made to any person for an acclaimed significant and enduring legacy towards conservation in Africa and/or the Association and/or the profession of Game Ranger.

##### **ELEGIBILITY:**

Any natural person.

##### **SPECIFIC CRITERIA FOR THE LIFE TIME ACHIEVEMENT AWARD:**

The contribution/s should draw national if not international acclaim, and should have “stood the test of time”, unless, under exceptional circumstances, where a contribution is considered “cast in stone”. Given the status of this award, the Committee is bound to ensure that the award is only given to worthy recipients

##### **THE AWARD:**

A numbered original cast bronze sculpture.

**NB: Note the difference between ‘highest award’ of the Norman Dean award, and ‘greatest honour’ of the Spirit of Africa award.**

PROTOCOL

for the BADGE of the

GAME RANGERS ASSOCIATION OF AFRICA:

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The Badge of the Game Rangers Association of Africa is described herein, and is hereinafter referred to as “the Badge”.

**DESCRIPTION OF THE BADGE OF THE GAME RANGERS ASSOCIATION OF AFRICA:**

Heraldic descriptions are not used here, but rather layman’s descriptions.

- Shape - Oval, the width being 85% of the height,  
A scroll is attached both top and bottom of the oval, curving with the oval shape,  
The width of each scroll is 11% of height of the oval,  
The top scroll extends from an arc 46° left of vertical from the centre point of the oval to an arc 46° degrees right of vertical from the centre point of the oval.  
The bottom scroll extends from an arc 37° left of vertical from the centre point of the oval to an arc 37° degrees right of vertical from the centre point of the oval.
- Borders - The oval is outlined with a single ring.  
A second, concentric oval ring occurs within the oval, being 11% of the height of the oval inside of the first, external ring.  
Each scroll, top and bottom, is bordered by a line.
- Features - In the centre of the oval, within the inner oval ring, is a stylized head of a lion, in profile, facing to the right, superimposed on,  
  
The shape of the African continent.  
  
Four “wreaths”, of four leaves each, occur between the two concentric oval rings, two on each side of the oval, the centre of the upper “wreath” on each side being on a line with the horizontal centre of the Badge, and the lower “wreath” on each side being in the lower quarter of the oval.
- Wording - From the top of the Badge downwards;  
The words “GAME RANGERS” occur in the upper scroll,  
The word “ASSOCIATION” occurs between the two concentric oval rings, central below the upper scroll,  
The words “OF AFRICA” occur in the lower scroll.  
  
The wording is all in upper case, all of even height and spacing to fit within the scrolls and oval ring, bold, and of a font similar to Tehoma or Univers.
- Colours - The Badge consists of five colours: -  
  
Background - a single colour, usually black, although other neutral colours such as green and blue may be used.  
  
Africa - post box red  
  
Lions head - caterpillar yellow, with black line detail.  
  
Wreaths - cedar green  
  
Wording- white

## **OWNERSHIP:**

The ownership of the Badge of the Game Rangers Association of Africa is vested solely in and with the Game Rangers Association of Africa, and all rights, including; copyright, intellectual, and property rights are reserved.

## **USAGE:**

Usage and display of the Badge is strictly limited to Honorary Members, Professional Members and Members of the Association in their personal capacities. However, the Badge can be used and displayed by Corporate Members, Associates and other persons under certain circumstances. As the definition of other usage's would be too vague, the usage restricted solely to Honorary Members, Professional Members and Members of the Association is defined hereunder;

Only a Honorary Member, Professional Member **or Member** of the Association may, in his or her personal capacity:-

1. Display or wear the Badge in any form on any clothing or wearing apparel, be it clothing, footwear, headgear or any other clothing item.
2. Display the Badge in any form on any vehicle, in such a manner as may give rise to the possibility of the driver being mistaken for a Game Ranger. (Examples: A license holder is permitted use by any person. A car door decal would be unacceptable).
3. Display the Badge on any business card, personal card or on any correspondence of any nature.
  - 3.1 A Corporate member may display the Badge on any official correspondence, so long as the Badge is accompanied by the wording "Corporate member" and the year or years of membership.
4. Display the Badge on any building, or part thereof, be it; a wall, a fence, a gate, a door, or any other part of a building or its surrounds, in such a manner as may give rise to the possibility of the resident/s being mistaken for a Game Ranger.

No organization or institution may display the Badge as restricted above, merely because they employ, or otherwise have contact with, or know, or are associated with, an Honorary Member, Professional Member or Member of the Association.

Likewise, no Honorary Member, Professional Member or Member of the Association may cause or allow the Badge to be displayed by any organization or institution by whom they are employed, or otherwise are associated with.

The Committee may determine further restrictions from time to time at their discretion, without detracting from the above restrictions.

In general, and keeping the above in mind, the Badge **may** be used, only outside of the above restrictions, by Corporate Members, Associates and other persons in the following manners;

- On any cutlery or crockery.
- Displayed as part of a collection of different, or other, badges.
- Any other manner as determined from time to time by the Committee.

## **ALTERNATIVE BADGES & LOGOS**

### **1. GAME RANGERS ASSOCIATION OF AFRICA – LOGO:**

The Game Rangers Association of Africa has condoned and agreed upon one logo which will representative of the Association in terms of its commercial and fund-raising operations.

### **DESCRIPTION OF THE LOGO:**

The logo consists of the stylized head of a lion, in profile, facing to the right, superimposed on the shape of the African continent, as described in the Badge. There are no borders, scrolls or wording to the logo.

**OWNERSHIP:**

The ownership of the logo of the Game Rangers Association of Africa is vested solely in and with the Game Rangers Association of Africa, and all rights, including; copyright, intellectual, and property rights are reserved.

**USAGE:**

Usage and display of the logo is restricted only in that, where used, it must be for and to the direct benefit of the Association, be it in cash or in kind.

The Committee may determine further restrictions from time to time at their discretion.

**2. GAME RANGERS ASSOCIATION OF AFRICA – ASSOCIATE BADGE:**

The Game Rangers Association of Africa has condoned and agreed upon a Badge, which may be worn or displayed only by an Associate of the Association.

**DESCRIPTION OF THE ASSOCIATE BADGE:**

Heraldic descriptions are not used here, but rather layman’s descriptions.

- Shape - Oval, the width being 85% of the height, No scroll is attached to the badge.
- Borders - The oval is outlined with a single ring.
- Features - In the center of the oval, within the oval ring, is a stylized head of a lion, in profile, facing to the right, superimposed on, The shape of the African continent. Two “wreaths”, of four leaves each, occur oppositely on the outer edge of the oval ring, in the lower quarter of the oval.
- Wording - The words “GAME RANGERS ASSOCIATION OF AFRICA” occur from left to right centrally across the top of the oval, following the outer border of the oval. The word “ASSOCIATE” occurs centrally across the bottom of the oval, following the outer curve of the oval. The wording is all in upper case, all of even height and spacing to fit within the scrolls and oval ring, bold, and of a font similar to Tehoma or Univers.
- Colours - The colouring of the Associate badge is as that for the Badge.

**OWNERSHIP:**

The ownership of the Associate badge of the Game Rangers Association of Africa is vested solely in and with the Game Rangers Association of Africa, and all rights, including; copyright, intellectual, and property rights are reserved.

**USAGE:**

Usage and display of the Associate badge is strictly limited Associates of the Association in their personal capacities. However, the badge can be used and displayed by other Members and other persons under certain circumstances. As the definition of other usage’s would be too vague, the usage restricted solely to Associates of the Association is defined hereunder;

Only a Associate of the Association may, in his or her personal capacity, as given for the usage of the Badge:-

No organization or institution may display the Associate badge as restricted and described in the usage of the Badge.

The Committee may determine further restrictions from time to time at their discretion.

In general, and keeping the above in mind, the Associate badge **may** be used, only outside of the above restrictions, by other members and other persons in the following manners;

- For sale or swop to other Rangers world wide.
- Displayed as part of a collection of different, or other, badges.
- Any other manner as determined from time to time by the Committee.

**GENERAL:**

The Badge is a symbol of a proud profession, with professional members, and must not be taken lightly. It is every member's duty to ensure that the Badge, the logo, and the Associate badge are used and displayed in strict accordance with this protocol, and to ensure that the strong standing of the profession of Game Ranger is upheld.

# **GAME RANGERS ASSOCIATION OF AFRICA**

## **APPENDIX 7**

### **POLICY**

**on**

### **AFFILIATION**

**to the**

#### **GAME RANGERS ASSOCIATION OF AFRICA:**

The Game Rangers Association of Africa represents a proud profession with a critical role to play in Africa. The Association may accept any organisation that subscribes to the Manifesto of the Association, and supports the Vision, Mission and Objectives of the Association, as an Affiliate of the Game Rangers Association of Africa, which affiliation may serve the Association in meeting its objectives in a beneficial relationship.

**Employer Organisations and Organisations (including NGO's) cannot be considered for membership of the Association, only as affiliates.** (Committee policy decision 5 December 2000).

The granting of any affiliate status must be approached with caution. Prior to the granting of affiliate status the Association should first determine that;

- The organisation accepts and supports the Manifesto, Vision, Mission and Objectives of the Association.
- The Constitution or Statutes of the organisation are not in conflict with those of the Association.
- The business and/or activities of the organisation are not in conflict with the aims of the Association.
- The ethics practiced by the organisation are in line with those of the Association.
- The organisation does not play any political role.
- The organisation is non-racial.

Further, affiliation should bring a beneficial status to the relationship. In this the Association should consider the following influences, both directly and indirectly, with regards the organisation;

- The possible financial empowerment of the Association.
- The possible administrative and logistical capacitation of the Association.
- The possible marketing and promotional spin-offs for the Association.
- The possible source of expertise and/or manpower in support of the Association.
- The possible betterment of the Associations position as a leader in conservation issues.

The words and deeds of any Affiliate organisation must be monitored at all times, and should at any time such a relationship place the Association in disrepute, or threaten the good standing of the Association, the Association shall immediately and without notice strip and divest the organisation of any Affiliate status.

Affiliation is not in any manner nor by any means membership of the Game Rangers Association of Africa. There is no fee payable by any Affiliate to the Association. The granting of Affiliation, and the termination of same, is at the sole discretion of the Committee of the Game Rangers Association of Africa.