

**THE ST VINCENT & THE GRENADINES NATIONAL FIREARMS
ASSOCIATION- CONSTITUTION AND RULES**

01 NAME

The not-for profit company shall be called the St Vincent & the Grenadines National Firearms Association Inc.

02 OBJECTS

The Association is formed:

To promote and encourage the sport of shooting in St Vincent & the Grenadines.

To operate and manage the Arnos Vale Shooting Range and any other facilities.

To promote and encourage the safe handling and use of firearms by members, licensed firearms holders and the law enforcement community.

To make a positive contribution to civil society through the disciplined approach inherent in the development of shooting skills.

To promote sports tourism in order to generate revenue.

To procure and store firearms and ammunition for members, as required.

03 CONSTITUTION

The Association shall consist of Life Members, Honorary Members, Full Members, Service Members, Institutional Members, Temporary Members, Junior Members, and Visiting Members all of whom shall either hold, have been approved to hold, or are exempt from requiring a firearms licence, and its affairs shall be managed by an Executive Board, a number of whose members will be appointed by Government.

04 AFFILIATION

The Association shall be affiliated to any organization as the Executive shall

deem fit, and the Executive shall have power to grant affiliation to any local shooting clubs, and to fix the affiliation fee therefore.

05 OFFICERS OF THE ASSOCIATION -

The Officers of the Association appointed shall be:

Secretary: Assistant Secretary/PRO; Chief Range Officer; Firearms and Ammunition Officer; Training Officer all to be appointed by the Board initially in consultation with the Commissioner of Police.

06 THE EXECUTIVE BOARD

Management of the affairs of the Association shall be delegated to an Executive Board comprised of eleven (11) members appointed by the Minister of National Security and elected by members:

Government

Chairperson (Ministry of National Security Representative)

Police Representatives (2)

Sports Council (1)

Ministry of National Security Representative

Advisor, Ministry of National Security

Elected – four (4) members including

Deputy Chairperson

Public Relations Officer

Two others

At all meetings of the Executive six (6) members shall form a quorum. The Executive may temporarily fill any vacancies on the Executive Board, subject to the approval of the Minister of National Security.

The Executive shall have and exercise the following powers, authorities, and functions concerning the Association:

To elect members of the Association and manage the affairs and business of the Association

To arrange, sanction, ratify and settle all financial matters of the Association.

To institute and defend all legal proceedings for or on behalf of the Association.

To have power to purchase, take on lease, sell, mortgage, and/or rent both real and personal property of the Association to invest any monies or funds of the Association in any securities it may think fit, and to apply and appropriate such property or the proceeds or income there from for the benefit of the Association, subject to the Minister's approval.

To appoint any person or persons to represent the Association, whenever it may be necessary that the Association should be represented.

To appoint any person or persons to act as Range Officers for the purpose of supervising and controlling any of the shooting activities of the Association and to delegate to such person or persons the authority to control the conduct of all members and other persons during any shoot held under the auspices of the Association

To appoint and dismiss, and fix the remuneration of all salaried and other employees, attendants of the Association at its pleasure, subject to that member's right to appeal.

To elect any person to Honorary Membership of the Association, in accordance with these rules.

Power to suspend, with seven days notice in writing, all or any of the rights or privileges of any member of the Association, subject to that member's right of appeal to a meeting of all the members of the Executive Board.

Power to strike off the name of any member from the membership of the Association for non-payment of subscriptions.

Power to transfer the name of any member from one class of membership to another.

To appoint any sub-committee, or sub-committees of one or more members of the Association as it may consider necessary with powers to delegate all or any of its powers or authorities to any such sub-committee or sub-committees.

To apply for, and hold, the Dealer's Licence under the Firearms Act in the name of the Secretary of the Association and to apply for such import and export permits as may be required from time to time.

Powers to make such bye-laws and regulations with regard to the management and administration of the Association, the procedure and the conduct of meetings of the Executive or with respect to any competitions sponsored or organized by the Association as it may deem expedient with power to revoke and amend the

same and to settle all disputes connected therewith.

The general conduct of all matters or affairs of the Association and subject to these rules, the performing of all things as shall appear to be necessary and expedient for giving effect to the objects of the Club.

At least once every two months, the Secretary shall convene meetings of the Executive Board. Other meetings shall be convened by the Secretary at the request of the Chairman, or three other members of the Executive.

Seven days written notice of any meeting of the Executive shall be given by the Secretary to the members of the Executive.

The Chairman at any meeting shall be entitled to an original vote as well as a casting vote, the latter of which he may exercise in case there shall be an equality of votes on any motion.

Should any Officer or Member of the Executive cease to be a member of the club or absent himself from three consecutive meetings of the executive without reasonable excuse or should any vacancy occur among the Officers or Members of the Executive, due to death, resignation, absence from the Island, or other cause, the office of such Officer or Member shall be filled by the Executive, with the approval of the Minister of National Security, until the next Annual General Meeting or until the Minister makes such new appointments as he may decide.

07 ANNUAL SUBSCRIPTIONS

Annual subscriptions for all classes of membership shall be proposed by the Executive and fixed at a General Meeting. The annual subscription is payable in advance, upon election, and thereafter on the anniversary of the first payment. A schedule of those fees shall be appended to the rules.

08 ARREARS

Any member whose subscription is in arrears will not be entitled to participate in the activities of the Association. Membership will be forfeited at the end of twelve months if the arrears remain unpaid. Any person, who has forfeited his membership by non-payment of subscriptions, will be required to pay all arrears and entrance fee, on re-application for membership.

09 DUTIES OF MEMBERS OF THE EXECUTIVE BOARD AND OFFICERS

The Chairman shall:

Provide leadership to the Association

Chair the Annual General Meeting, Special General Meetings and Executive meetings.

Represent the Association in its dealing with third parties.

Present a report at the Annual General Meeting.

The Vice Chairman shall:

Assist the Chairman in all aspects of his role and deputise for him in his absence.

The Secretary shall:

Convene and attend all General Meetings of the Association

Convene and attend all meetings of the Executive.

Keep proper minutes of all General Meetings and of all meetings of the Executive.

Conduct and be responsible for all correspondence of the Association and send out all necessary notices.

Compile and keep an up-to-date record of the names, addresses and contact information of all members of the Association, together with a copy of their Firearms Users Licence, if any.

Have custody at all times of the key to the Post Office Box of the Association

Obtain and hold the Association's Firearms Dealers Licence under the Firearms Act and any other permits to import or export firearms and ammunition, as required.

Immediately on his ceasing to hold office to deliver all books, records, correspondence, and other property of the Club in his possession to the Chairman/Vice-chairman, or other person appointed by the Executive to receive same.

The Assistant Secretary/PRO shall:

Assist the Secretary in all aspects of his role, deputise for him in his absence and be responsible for the effective promotion and public relations of the Association.

The Treasurer shall:

Be responsible for the collection of all monies and the Range Officer sheets, and deal with them in such manner as the Executive may from time to time direct.

Keep proper books of account.

Be responsible for the preparation of the annual financial statements,

Be responsible for the production of the financial statements for acceptance of the Executive before the presentation at the Annual General Meeting.

Notify the Secretary for action by the Executive of any unpaid subscriptions or sundry debts, at each meeting of the Executive.

Be responsible for the payment of all employees of the Association

Be responsible for issuing to all financial members a membership card showing the name of the member, type of membership, date of issue, and bearing the signature of such member and that of the Treasurer.

Immediately upon ceasing to hold office of Treasurer, to deliver all books, records or other property of the Association in his possession to the Chairman/Vice-chairman, or other person appointed by the Executive to receive the same.

The Chief Range Officer shall:

Be responsible for the safe operation of Ranges and for the safe conduct of those persons shooting on the Ranges.

Be authorized to make arrangements for duties of Range Officers, subject to the approval of the Executive.

Be responsible for the implementation of the relevant Standard Operating Procedures in respect of the operation of the Ranges, as authorised by the Executive.

Keep the statistical records of shooting at the Range, and publish such information in the media, through the Assistant Secretary/PRO and as approved by the Executive

The Firearms and Ammunition Officer shall:

Be stores controller and be responsible for all Association stores, the sale of items to members, deposit of monies collected from store sales with the Treasurer, and to inform the Executive of stores inventory for re-ordering purposes.

Be responsible to the Treasurer for all consumables including targets centres, patches, etc., and to inform the Executive with regard to consumable stores replenishment.

Keep the Holder's Record of all the Association's Challenge Trophies and the relevant winning scores.

Be responsible to the Secretary for all of records of ammunitions and firearms, the property of the Association, in accordance with the law.

Immediately on his ceasing to hold office, to deliver such books, records, correspondence or other property of the Association to the Chairman/Vice-chairman, or other person appointed by the Executive.

The Training Officer shall:

Be responsible for all aspects of firearms training for members and others.

Determine the scope and content of such training courses as are provided

Recommend to the Executive through the Secretary the standards of shooting to which members and others using the Range should aspire.

10 LICENSING AND USE OF FIREARMS

Every Member who holds either a Firearms Users Licence is required to produce to the Secretary a copy of such license on payment of his annual subscription.

The Range Officer reserves the right to call on any member to produce his membership card and firearms license prior to any shoot. In default, the member may be suspended from any such shoot.

The Executive shall facilitate the training and qualification of members for Firearms Users Licences in accordance with the reasonable requirements of the Firearms Licensing Board and on a par with those applicable within the Police Force.

11 ELECTION OF MEMBERS

All Members shall be elected by the Executive Board on a majority vote of the members of the Executive present at the meeting.

The Secretary shall notify each applicant of the result of his application.

A copy of the Constitution and Rules governing the Association shall be forwarded to every candidate elected to membership of the Association and the Secretary shall notify the Treasurer who shall require each candidate to pay such fees and/or subscription as may be required and as set out from time to time in the bye-laws.

The whole process of the election of members to the Association and the supervision and arrangement for all matters pertaining to the election of members of the Association in accordance with these rules, shall be under the jurisdiction and control of the Executive Board and its decision shall be final.

Life Member

Any person who makes a payment to the Association of EC\$2,500, or has rendered conspicuous service to the Association or to marksmanship in the island, may be elected by the Executive to Life Membership, and shall enjoy all the privileges of a Full Member.

Honorary Member

The name and address of any person being proposed or seconded by a member for Honorary Membership of the Association shall be published in a manner agreed by the Executive for one month, after which the application shall be considered by the Executive. Honorary Members shall enjoy all the privileges of a Full member, except voting rights.

Full Member

The Executive will determine applications for full membership, based on the applications received. Bona fide full members of other shooting organizations based outside the State shall be entitled to full membership.

Service Member

All members of the Police Force and any other law enforcement or correctional agency, shall be eligible for membership. Service members shall enjoy all the privileges of Full Members and will pay such annual subscription as the Executive may decide.

Institutional Member

Any company, including those companies as may be approved for the provision of security services, shall be eligible for membership but the benefits of membership will be limited to two individuals nominated by each institution. Such nominated institutional members shall enjoy all the privileges of Full Member.

Temporary Member

An applicant may be admitted by the Executive, as a Temporary member for a period of not more than three (3) months. Such member shall have no voice in the affairs of the Association. Any Temporary member may subsequently be considered for a full membership.

Junior Member

Members of the Cadet Corps and other uniformed Bodies between the ages of (15) and (21) years may be admitted to membership of the Club, and shall pay such annual subscription as the Executive may determine. Such member shall have no voice in the management of the affairs of the Association

At all times such Junior Members shall be under the supervision of a Range Officer, and shall not discharge any firearm on the ranges of the Association, unless a Range Officer is present.

Visiting Member

The Executive may admit Visiting Members for a period not exceeding three months, who shall be permitted to participate in the shooting activities of the Association but will have no voice in its affairs, at such fee as the Executive may determine.

12 RESIGNATION

Any member who wishes to withdraw, retire, resign from membership of the Association shall be entitled to do so by giving to the Secretary one month's notice in writing to that effect, and paying all subscriptions and other dues, which shall be payable by him, up to date of the expiration of such notice.

13 EXPULSION

Should the conduct of any member either within or without the Association's premises be deemed by a majority decision of the Executive to be detrimental to the character and interest of the Association, an investigation shall be initiated to determine the facts relevant to the charge. The member so charged will be afforded due process to answer and defend himself to the Executive. A Special General Meeting shall be convened for the purpose of considering the findings of the investigation and if thereupon two-thirds of the members of the Association present and voting shall vote for his expulsion, he shall forthwith cease being a member of the Association

In the event of such member resigning or being expelled under the provisions of this rule, he shall cease to be a member of the Association but his subscription for the then current month, as well as any other subscriptions paid in advance for any subsequent period, shall be refunded to him.

14 PREMISES AND DAMAGE TO PROPERTY

Every member of the Association shall, while on the Association's premises, conduct himself in an orderly manner and obey all orders of the Executive Board of the Association.

Any member maliciously damaging Association's property shall be responsible for reparation. Any member in default of such reparation shall be subject to discipline by the Executive at its discretion.

15 AUDITOR AND FINANCIAL YEAR

The members of the Association shall, at the Annual General Meeting, elect a member, not being a member of the Executive Board (Qualified Accountant), who shall be responsible for carrying out an annual audit of the accounts of the Association and will make a report to the Annual General Meeting on the results of the audit

The financial year of the Association shall end on the 31st day of December, in each year.

16 GENERAL MEETINGS

There shall be an Annual General Meeting of the Members of the Association not later than the 31st day of March, in every year, at which the following business shall be transacted:

Minutes of the last Annual General Meeting and matters arising there from.

Consideration and adoption of an audited Financial Statement of the Association for the previous financial year.

The consideration and adoption of a report by the Executive on the activities of the Association for the previous year.

The election and appointment of such Officers of the Association for the ensuing year, as shall be required.

The appointment of the auditor.

Consideration of motions and resolutions that have been properly submitted in accordance with the rules.

Members of the Association shall be notified twenty-one (21) days before the date of the Annual General Meeting.

A quorum at all General Meetings shall be ten (10) members. If after the expiration of forty-five (45) minutes from the time appointed for a General Meeting a quorum be not formed, the meeting shall stand adjourned until that day week at the same place and the same hour when the members present shall form a quorum.

The annual report of the executive and the audited annual financial statement of the Association shall be signed by the Chairman of the meeting of the Executive held immediately prior to the Annual General Meeting of the Association and by one other member of the Executive.

Any member desiring a motion or resolution to be included on the Agenda for the Annual General Meeting shall submit same in writing to the Secretary at least fourteen (14) days before the scheduled date of the Annual General Meeting, duly seconded by a member of the Association

All other General Meetings of the Association shall be deemed Special General Meetings.

17 SPECIAL GENERAL MEETINGS

A Special General Meeting may be convened by the Executive whenever it thinks fit, and must be convened by the Secretary on the written request of (a) the Chairman, or (b) the Vice-chairman, or (c) any ten (10) members of the Association, within one month after receiving such requisition.

This request must contain the proposed business to be discussed at such Special General Meeting. No business other than that set out on the Agenda for such Special General Meeting shall be discussed at any such meeting.

The Secretary of the Association shall give not less than seven (7) days notice in writing of the date, time and place of, and business to be transacted at any Special General Meeting, to all members of the Association who have addresses in the State, duly recorded in the Club's Official Register of Members.

A quorum at all Special General Meetings shall be ten (10) members if after the expiration of forty-five (45) minutes from the time appointed for a Special General Meeting, a quorum be not formed, the meeting shall be deemed null and void.

The decision of a two-thirds majority of the members present and voting at a Special General Meeting shall be final and binding upon all members until rescinded or varied by the vote of a two thirds majority of those present and voting at a subsequent Special General Meeting.

The Chairman at any Special General Meeting shall be entitled to an original vote as well as a casting vote, the latter of which he may exercise in case there shall be an equality of votes on any motion.

18 RULES AND AMENDMENTS

Any new rule may be made or any of these rules may be amended or rescinded by a two-thirds majority vote of the members of the Association present and voting at a General Meeting of the Association. Such new rules or amendments shall be published in a manner to be agreed by the Executive.

The Executive Board is the sole authority for the interpretation of these rules and any regulations or bye-laws made there under, and the decision of the Executive upon any question of interpretation, or upon any matter affecting the Association and not provided for in these rules, shall be final and binding until such decision shall be overruled at a subsequent meeting of the Executive, or at a General Meeting.

19 EQUIPMENT

Any member desirous of obtaining firearms, ammunition or firearm accessories shall request the Secretary to obtain the necessary license under the Dealer's Licence held by the Association on behalf of the member.

Any member desirous of obtaining a waiver of duty and other charges on the importation of firearms, ammunition or firearms accessories and security equipment may request the Secretary to obtain the approvals necessary.

BY ORDER OF THE EXECUTIVE

Chairman:

Date:

BY-LAWS AND RANGE REGULATIONS

01 The Range Officer(s) shall be in full control of all matters on the Range when firing takes place, and all responsibility shall be theirs.

02 Range fees, if any, shall be determined at the discretion of the Executive.

03 All instructions given by the Range Officer at the Firing Point must be obeyed. Any member guilty of any practice that in the opinion of the Range Officer is dangerous, may at the Range Officer's discretion be suspended from the shoot, required to leave the Range and may be reported to the Executive. The Executive shall then take such action as it deems fit.

04 A member not satisfied with a ruling of a Range Officer can appeal in the first instances to the Chief Range Officer and then to the Executive within seven (7) days after the incident. Both sides will be given an opportunity of being heard by the Executive. The decision of the Executive is final.

05 The Range Officer will decide the order in which members shall shoot.

06 Members shooting for competitions shall take precedence for target accommodation over members that are practicing.

07 No member shall fire in any competition until the entrance fee, if any, for such competition has been paid.

08 No firearm may be used on any of the Club's ranges if the Range Officer notifies the user that he considers it unsafe. The Range Officer may inspect and if necessary, with the approval of the Chief Range Officer, test any member's firearm, if he has concerns about its safety.

09 Only ammunition issued or approved by the Range Officer shall be used on the Range.

10 No firing shall take place except on the designated Firing Points.

11 The Executive, acting on the advice of the Secretary, shall have the power of classifying members for any competition, of forming conditions for any competition or match under its control, and generally shall have sole control in all matters connected with shooting on the Range.

Schedule A – SUBSCRIPTIONS

01 The annual subscriptions as set out below will be paid on election to membership and thereafter on the anniversary of the date of first payment.

Fees, subject to periodic review

	EC\$
Life Member (One time payment)	2,500
Full Member	250
Service Member	100
Institutional Member	500
Temporary Member (not exceeding 1 year)	150
Junior Member	50
Visiting Member	50
Training Fee, per session	25
Storage Fee (per month)	25
Training Ammunition, per round used.	1