

GUYANA SPORT SHOOTING FEDERATION INC.

Constitution

ARTICLE 1: The Name & Registered Office

The name shall be Guyana Sport Shooting Federation Inc., a body corporate duly incorporated under the Companies Act 1991, Laws of Guyana, and hereinafter referred to as 'Guyana Sport Shooting Federation' or 'GSSF' and the registered office and official address shall be c/o the National Sports Commission, Homestretch Avenue, Durban Backlands, Georgetown, Guyana.

ARTICLE 2: Authorisation

- 2.1 Incorporation of Guyana Sport Shooting Federation Inc.- Pursuant to Article 1 above, the Guyana Sport Shooting Federation Inc. has been duly incorporated on the 9th day of June, 2014 as a body corporate without share capital under the Companies Act 1991, Laws of Guyana as Company No. 7778. This Constitution shall be adopted and ratified as the first By-Law of such corporation.
- 2.2 In such case the members applying for incorporation shall continue to sit as Board Members for the duration of their terms of office then remaining until the General Meeting at which time Elections will be held.
- 2.3 Thereafter, at every Biennial General Meeting, a Notice of Change of Directors will be effected whereby all Board Members will be so stated as Board Members for the duration of their term.
- 2.4 The Guyana Sport Shooting Federation Inc. was sanctioned by the Ministry of Culture Youth and Sport in keeping with requirements for sporting organisations set out under the Laws of Guyana and the National Sports Commission as conferred on August 13, 2014 for promoting sport in the field of sport shooting locally, regionally and internationally. The current Board of Directors will seek to maintain records and follow all requirements set out by the Ministry of Culture Youth and Sport and the National Sports Commission so as to upkeep its establishment as a recognised Sporting body in compliance with the Laws of Guyana.

ARTICLE 3: DEFINITIONS

In this Constitution and in future Rules and Regulations and every other resolution, rule and regulation of the Guyana Sport Shooting Federation Inc., unless otherwise specified or required in the context:

- 3.1. "Board" means the Board/Committee Members of Guyana Sport Shooting Federation Inc. established by Articles 6 and 7 of this Constitution and shall be the governing body of the GSSF and any sport shooting discipline it is selected to administer for the country;
- 3.2. "Board member" means a member of the Board and is equivalent to "Director";
- 3.3. "General goals" refer to the provisions of Article 4;
- 3.4. "General meeting" includes a special general meeting and a general meeting of the Board and or the membership body of Guyana Sport Shooting Federation Inc.;

- 3.5. "Group" includes any Body duly constituted in accordance with the applicable provisions of this Constitution which has been formally recognised as such and accepted for affiliation by Guyana Sport Shooting Federation Inc. and which shall be recognised by The National Sports Commission and/or the Ministry of Culture, Youth and Sport.
- 3.6. "Group Co-ordinator" means the duly and democratically elected member to represent the "Group". Such person can sit in on Board Meetings but will have no voting rights and is not a Director of the GSSF.
- 3.7. "In good standing" refers to a Group or an individual member whose annual dues, and any other levies have been paid and who is otherwise a current member of the Guyana Sport Shooting Federation Inc. or any of its affiliated groups;
- 3.8. "Sport Shooting" refers to all of the internationally recognised shooting sports as categorised under Rifle, Pistol, Shotgun, Action, Airgun, Archery and Crossbow.
- 3.9. "I.P.S.C." means the International Practical Shooting Confederation;
- 3.10. "I.S.S.F" means the International Shooting Sport Federation;
- 3.11. "I.F.A.A." means the International Field Archery Association.
- 3.12. "U.S.P.S.A." means the United States Practical Shooting Association.
- 3.13. "I.D.P.A." means the International Defense Pistol Association.
- 3.14. "S.C.S.A" means Steel Challenge Shooting Association.
- 3.15. Words importing the masculine gender or the singular number also mean the feminine or neuter gender and the plural number as the case may be, and vice versa;
- 3.16. "Practical Shooting" means any shooting that involves movement with a loaded firearm.
- 3.17. "Precision Shooting" means any shooting that involves engaging the target from a static position.
- 3.18. "A.T.A." means the Amateur Trapshooting Association.

ARTICLE 4: Objects & Goals

- 4.1 The General Objects and Goals of the Guyana Sport Shooting Federation Inc. shall be:
 1. To encourage skill in Sport Shooting by providing instruction and practice in the safe use of firearms and bows amongst Guyana Sport Shooting Federation Inc.'s Members.
 2. To establish Sport Shooting on solid foundations.
 3. To promote its growth and safeguard its principles.
 4. To regulate its conduct throughout the country of Guyana.
- 4.2 Guyana Sport Shooting Federation Inc. shall be operated and its administration conducted in such a manner as to meet the following criteria:
 - 4.2.1. It shall be duly approved and sanctioned by the National Sports Commission and the Ministry of Culture, Youth and Sport.
 - 4.2.2. it shall be democratically implemented and have a formal written Constitution which has been duly adopted and ratified by a majority vote of its members and approved by the members of the Guyana Sport Shooting Federation Inc.;
 - 4.2.3. it shall be responsible to its membership;

- 4.2.4. it shall be representative of the Shooting Sports within the Country;
 - 4.2.5. it shall respect and adhere to the general goals as set out herein and apply them in its training and matches.
- 4.3 In furtherance of the above objectives but not otherwise the Guyana Sport Shooting Federation Inc. shall have the following powers:
- 4.3.1. to offer, provide and contribute prizes for skill in Shooting Sports;
 - 4.3.2. to publish or promote the publication or circulation of any books, pamphlets, periodicals and other printed matter calculated to promote the object of the Guyana Sport Shooting Federation Inc.;
 - 4.3.3. to raise funds and invite and receive contributions from any person, business or company by way of subscription, donation and otherwise, provided that the Guyana Sport Shooting Federation Inc. shall not undertake any permanent trading activities in raising funds for its primary charitable object;
 - 4.3.4. The Guyana Sport Shooting Federation Inc. shall be duly registered with the National Sports Commission. Other affiliations may be made as deemed desirable by the Board.”
 - 4.3.5. To maintain affiliations to the following international bodies: the S.C.S.A.; the A.T.A. and World Archery.

ARTICLE 5: The Board

- 5.1 There shall be a Board for the management of the affairs of the Federation and shall comprise the following officers:

5.1.1. **President**

Duties of the President will include but are not limited to the following:

- a. Shall act as Chief Executive Officer of the Association and carry out policies of the Board and the Federation.
- b. To preside at executive board as well as general membership meetings.
- c. The president shall see that the other Board Members and committee chairs perform their duties.
- d. The President shall enforce observance of the constitution.
- e. Shall represent, or appoint others to represent, the Federation at all functions to which the Federation may be invited to participate and may wish to do so.
- f. Shall perform such other duties as customarily pertain to the office of President.
- g. Shall oversee any projects undertaken by the Federation.
- h. Pursuant to Article 13 herein, the President shall be one of the two mandatory signatures out of the five officers of the Federation authorised to sign all cheques, bills of exchange or other negotiable documents.
- i. The president can sign all other documents drawn up by the Secretary and all other official documents of the Federation.

5.1.2. Vice-President

Duties of the Vice-President will include but are not limited to the following:

- a. Shall be an aide to the President and assist the President in executing the duties of the office of the Presidency.
- b. In the absence of the President (temporary or permanent absence) or in the event that the President is incapacitated, or otherwise unable to execute the duties of the office of the Presidency for any cause, the Vice President shall assume and perform the duties of the President during the period of absence or incapacity
- c. Pursuant to Article 13 herein, the Vice-President shall be one of the two mandatory signatures out of the five officers of the Federation authorised to sign all cheques, bills of exchange or other negotiable documents.

5.1.3. Secretary

Duties of the Secretary will include but are not limited to the following:

- a. Shall keep minutes of the annual and special meetings of the Federation and of its Board Meetings.
- b. Shall maintain appropriate files.
- c. Handle the correspondences of the association and shall receive and transmit all correspondences of the Federation.
- d. Shall receive applications for membership.
- e. Record, file and present the minutes of all the general meetings
- f. Keep record of all the property of the Federation.
- g. Schedule, coordinate and oversee all social activities of the federation.
- h. Shall receive any motions prior to AGMs as set out in this Constitution.
- i. Prepares, issues and gives due notice of all board and general meetings (AGMs and GMs) to all respective members and arranges suitable locations for board meetings.
- j. Records events attendance and writes up reports.
- k. Pursuant to Article 13 herein, the Secretary shall be one of the two mandatory signatures out of the five officers of the Federation authorised to sign all cheques, bills of exchange or other negotiable documents.

5.1.4. Treasurer

Duties of the Treasurer will include those specifically set out in Article 11 herein together with and not limited to the following:

- a. Shall maintain the financial records and provide a financial report of the operations of the Federation for the preceding year at the Federation's General Meeting.
- b. Shall deposit all monies received on behalf of the Federation in a bank account in the name of the Federation.
- c. Shall maintain a current financial membership list of the Association.
- d. Collect all fees, annual dues and/or donations.
- e. Record and report on the financial status of the Federation at each and every Board meeting.

- f. Provide all financial records in his/her possession to the audit committee whenever an examination of the financial records is required.
- g. Be the custodian of all the financial assets and liabilities of the federation.
- h. Keep records of account, which shall show all financial transactions, assets and liabilities of the federation.
- i. Prepares annual budget and potential project funding each year.
- j. Pursuant to Article 13 herein, the Treasurer shall be one of the two mandatory signatures out of the five officers of the Federation authorised to sign all cheques, bills of exchange or other negotiable documents.

5.1.5. Assistant Secretary/Treasurer

Duties of the Assistant Secretary/Treasurer will include but are not limited to the following:

- a. Assist both the Secretary and the Treasurer in performing their respective duties.
- b. In the event that either the Secretary or the Treasurer is incapacitated or otherwise unable to execute the duties of the office of the Secretary or Treasurer, the Assistant Secretary/Treasurer shall assume the duties of the Secretary and/or Treasurer until a Secretary or Treasurer is elected.
- c. Pursuant to Article 13 herein, the Assistant Secretary/Treasurer shall be one of the two mandatory signatures out of the five officers of the Federation authorised to sign all cheques, bills of exchange or other negotiable documents.

5.1.6. Internal Auditor

Duties of the Internal Auditor will include but are not limited to the provisions as set out in Article 14 herein. Further, the Internal Auditor is responsible for approving the accountancy of the treasurer.

5.1.7. Committee Members (A representative for each of the active shooting disciplines)

Duties of the respective Committee Members will include but are not limited to the following:

- a. Helps run the active shooting disciplines generally.
- b. Liaises between the various disciplines and the Board, as well as representing the views of the shooters within the particular discipline.
- c. Responsibilities may include promoting activities for the respective disciplines and encouraging suggestions; facilitating membership enquiries and assisting with awareness of the respective disciplines.
- d. Committee members can be flexible in sharing these duties amongst each other, as long as the mandatory roles are filled by an individual.
- e. Responsible for the supervision of all matters concerning the effective administration of the particular discipline.
- f. Chairs all committee meetings.

- g. Prepares the Chair's Report for each AGM.
- h. Ensures the formulation of strategies for the discipline and implements appropriate actions to achieve the strategic goals.

5.1.8. **Group Co-Ordinators** (Ex-Officio who will have no voting rights and who will not become a Director)

- 5.2 The members of the Board shall be elected at the Biennial General Meeting each two years.
- 5.3 Retiring members of the Board shall be eligible for re-election.
- 5.4 No person shall be elected to the office they hold more than two consecutive terms. Such person may serve in another capacity, once duly elected to serve as such.
- 5.5 Sixty percent of the total members shall form a quorum.
- 5.6 The Board shall have the power to fill any vacancies occurring during the year, subject to approval by the next General Meeting.

ARTICLE 6: Structure for Practical Shooting

- 6.1 There shall be established a Practical Shooting Committee.
- 6.2 The Board shall perform all acts and cause to be done all things necessary to secure then keep the Region's affiliation current and in good standing.
- 6.3 The Management of the proposed Practical Shooting Committee through the Guyana Sport Shooting Federation Inc. shall consist of some of the officers stated in Article 5 above together with a Group Co-Ordinator(s) (One (1) from each affiliated Group).
- 6.4 The Board shall be responsible for the following:
 - 1. to provide the Committee Chair with whatever information he/she may require regarding the organisation, structure, subdivisions, membership, officers, policies, programmes, activities and regulations, or anything whatsoever related to the administration or conduct of the Region;
 - 2. to provide the Committee Chair with a copy of the Rules and Regulations of Guyana Sport Shooting Federation Inc., together with such amendments as may from time to time be made thereof and with two (2) copies of each issue of their official journal or publication, by whatever name, through which the Region communicates with its Groups;
 - 3. to maintain at all times current tables of organisations and lists of members, Groups and affiliates;
 - 4. to conduct a competitive program in accordance with the current International Handbook of Rules sufficient to designate in each year a National Champion for the Region;
 - 5. to select by fair and equitable means a National Team to represent the Region at World and International Championships;
 - 6. to administer the sport of Practical Shooting vigorously and equitably and in accordance with the general goals as set out herein and to create efficient and democratically based Groups throughout the Region and to make Practical Shooting a respected national shooting sport within the Region;
 - 7. to administer the rules of the sport of Practical Shooting.

6.5 Duties of Officers within Practical Shooting Committee

6.5.1. Committee Chair

- a. The Committee Chair shall chair General Meetings and Meetings of the Practical Shooting Committee. He shall strive to enhance the harmony and efficiency of the Practical Shooting section within the Guyana Sport Shooting Federation Inc.
- b. The Committee Chair with the advice of the Committee is responsible for the conduct and management of the Region's affairs and is its chief officer.
- c. The Committee Chair shall be responsible for the activities of the Guyana Sport Shooting Federation Inc. at a national level, maintaining regular contact with the international entities. He/she shall keep the other officers of the Guyana Sport Shooting Federation Inc. informed of activities of Practical Shooting within the GSSF and shall, in the course of his duties submit a report, agreed by Board, at the General Meeting of Guyana Sport Shooting Federation Inc.. He/she shall, in conjunction with the Secretary, co-ordinate the activities of each region and deal with all Guyana Sport Shooting Federation Inc. correspondence either himself or by passing it to the Secretary or other member(s) of the Committee as appropriate.
- d. The Committee Chair shall be elected by the membership of the Practical Shooting section for a term of two (2) years and shall be chairperson of the Committee and ex-officio member of all committees of the Region.
- e. At any General Meeting or Meeting of the Committee, in the event of a tie, the Committee Chair shall be the adjudicator.
- f. The Committee Chair shall be responsible for the preparation and publication of a Regional newsletter with respect to the affairs of the Region to be published in such frequency as the Committee may from time to time determine is appropriate. The Regional newsletter shall contain information with respect to the affairs of GSSF, the Region and the Groups, (if such information is provided by the Groups), and such other matters as the Committee Chair deems appropriate for publication. The Regional newsletter shall be sent free of charge to each member.

6.5.2. Practical Shooting Secretary

- a. The Practical Shooting Secretary shall keep a complete record of the proceedings of the Guyana Sport Shooting Federation Inc. and shall assist the Committee Chair as required.
- b. The Practical Shooting Secretary shall, in conjunction with the Committee Chair, co-ordinate the activities of each region and deal with all Guyana Sport Shooting Federation Inc.'s correspondence related to Practical Shooting.
- c. Assist the Committee Chair in the execution of his duties.

6.5.3. Practical Shooting Group Co-ordinator

- a. Each Group Co-ordinator shall be responsible for the proper and efficient organisation and administration of his or her Group and for all practical shooting matters appropriate thereto. He will be the representative of Guyana Sport Shooting Federation Inc. within the Group as he is the representative of the Group within Guyana Sport Shooting Federation Inc. Notwithstanding the foregoing, the constitutions of each Group shall provide and require that each Group shall have a Group Co-ordinator who holds office by virtue of a democratic process, he must be elected or appointed at a duly constituted General Meeting of the members of the Group, or appointed by a Board of Directors which has been duly constituted for that particular Group.
- 6.6 Any vacancy in the office of the Committee Chair, shall be filled by the Secretary who will become the acting Committee Chair. The acting Committee Chair shall within sixty (60) days of the office of the Committee Chair becoming vacant, call for an election of a Committee Chair to complete the balance of the term of the Committee Chair who has vacated office. The election of a replacement Committee Chair shall be conducted, mutatis mutandis, provided that no reference shall be made to a General Meeting.
- 6.7 Any Committee member, including the Committee Chair, may be dismissed for cause by the vote of two-thirds of the membership of Guyana Sport Shooting Federation Inc. A Committee member against whom a motion of dismissal is brought shall be invited to be present and to answer the allegations against him, but shall be required to withdraw before any vote is taken.
- 6.8 The past Committee Chair shall be an ex-officio member of the Committee for the term following the term when he/she acted as Committee Chair. Each Committee Chair shall serve as an ex-officio member of the Committee for a term of one (1) year unless he/she resigns or is otherwise removed from office in accordance with the provisions of these Rules and Regulations. A past Committee Chair shall be treated in all respects as a full member of the Committee, save and except that he shall have no right to cast any vote at a meeting of the Committee.

ARTICLE 7: Structure for Steel Challenge Shooting Association

- 7.1 There shall be established a S.C.S.A. Committee.
- 7.2 The said Committee shall develop Rules and Regulations to govern this Section and Committee, which shall go through the same procedure set out herein for amendment of this Constitution and once approved, shall be attached to this Constitution as an Appendix and shall be binding to the GSSF thereafter.

ARTICLE 8: Structure for Static Shooting.

- 8.1 There shall be established a Committee responsible for static shooting.
- 8.2 The said Committee shall develop Rules and Regulations to govern this Section and Committee, which shall go through the same procedure set out herein for amendment of this Constitution and once approved, shall be attached to this Constitution as an Appendix and shall be binding to the GSSF thereafter.

ARTICLE 9: Structure for A.T.A. and Shotgun Shooting

- 9.1 There shall be established a Committee responsible for A.T.A. and shotgun shooting.
- 9.2 The said Committee shall develop Rules and Regulations to govern this Section and Committee, which shall go through the same procedure set out herein for amendment of this Constitution and once approved, shall be attached to this Constitution as an Appendix and shall be binding to the GSSF thereafter.

ARTICLE 10: Structure for Archery

- 10.1 There shall be established an Archery Committee.
- 10.2 The said Committee shall develop Rules and Regulations to govern this Section and Committee, which shall go through the same procedure set out herein for amendment of this Constitution and once approved, shall be attached to this Constitution as an Appendix and shall be binding to the GSSF thereafter.
- 10.3 This discipline shall abide by the rules, laws and bylaws of the World Archery Federation.

ARTICLE 11: Membership

- 11.1 All Members of Guyana Sport Shooting Federation Inc. must be financial and current members.
- 11.2 Membership of the Guyana Sport Shooting Federation Inc. shall be open to persons or bodies interested in furthering the objects of the Guyana Sport Shooting Federation Inc.
- 11.3 All prospective members must submit an updated and valid Police Clearance with their Application. In lieu of Police Clearance, prospective members can attach a copy of their valid Firearm Licence or GPF issued Precept.
- 11.4 The names of prospective members shall be circulated to the members. If there are no objections, the prospective members shall be called in for an interview by a Panel to be decided upon at specific times.
- 11.5 Thereafter, if no objections, membership shall be decided by a majority vote of the Board.
- 11.6 The approved member must undergo the GSSF's Safety Courses thereafter and may take the course as many times as needed until final clearance to engage in Club's activities.

- 11.7 Any candidate rejected by the Board may not be proposed again until a period of one year has elapsed.
- 11.8 No person shall be refused membership based on sex, race, ethnicity, gender, disability, sexual orientation, physical ability, religion, political affiliation, social or financial status or background.
- 11.9 All members shall have identification cards of the GSSF which are renewable by annual subscription.

11.10 Associate Membership

1. Any resident in Guyana over the age of twelve years may be admitted as an *Associate Member* on the recommendation of two members who shall both be responsible for the conduct of that Associate Member.
2. Associate Members shall be under the direct control of the Board and shall have no voice in the management of the Federation.
3. An Associate Member over the age of fifteen years may be admitted as a member of the Federation, on the recommendation of the Board.

11.11 Block Membership

1. Personnel of firms and corporations in Guyana may be admitted to Block Membership on conditions defined in Policy document to be approved by the Board.

11.12 Life Membership and Honorary Life Membership

1. On the recommendation of the Board or on petition signed by fifteen members of the Federation, any member - past or present – may be made a life member of the Federation subject to the approval of a General Meeting.
2. The Board may from time to time elect any person to be an Honorary Life Member. An Honorary Life Member shall enjoy all privileges.
3. Any visitor to Guyana who is a serving member of the armed forces of countries friendly to the Government of Guyana or a member of a recognised Shooting Sport Club or Federation may, on being introduced by a member of the Federation, be granted Honorary Membership by the Board. Such Honorary Membership shall be valid for a period not exceeding six months.

- 11.13 The membership of Guyana Sport Shooting Federation Inc. shall be composed of full members who shall be from one of the recognised Groups, upon application for membership, and has been approved for affiliation by the Board pursuant to this Article, after which he/she must complete the sanctioned safety course or other equivalent course approved by the Board. Full members shall have the right to vote at all biennial or general meetings of Guyana Sport Shooting Federation Inc., which are open to the membership body.

11.14 Only current members of Guyana Sport Shooting Federation Inc. or any other Shooting Sport club or active members of the military shall be permitted to shoot or participate in the shooting activities of Guyana Sport Shooting Federation Inc.

11.15 **Group Membership**

1. Any Group wishing to associate with Guyana Sport Shooting Federation Inc. shall address itself to the Secretary and provide whatever information he/she may require. On notification of acceptance for affiliation, the Group shall forward to the Treasurer the appropriate and then current affiliation fee.
2. It shall be the responsibility of the Board to assess and make recommendations regarding requests by any Group for affiliation with Guyana Sport Shooting Federation Inc. Before recommending acceptance of any Group seeking to affiliate itself with Guyana Sport Shooting Federation Inc. Board shall satisfy itself that the applicant group meets the following criteria:
 - a. it is democratically constituted and has a normal, written Rules and Regulations in a form acceptable to the Board, consistent with the principles of this Constitution, which has been duly adopted and ratified by a majority vote of its members;
 - b. it is responsible to its membership;
 - c. it is representative of the sport shooters within the Group concerned;
 - d. it will respect and adhere to the general goals as set out herein and apply them in its championship program;
 - e. it will maintain at all times current tables of organisation and current lists of members of the Group and submit the same to the GSSF on a quarterly basis;
3. Acceptance of a Group shall be by a majority vote of the Board.
4. A Group may disaffiliate from Guyana Sport Shooting Federation Inc. at any time by giving the Secretary written notice of its decision to do so and the Secretary shall forthwith declare the Group vacant.
5. The Board may, by the vote of two-thirds (2/3) of its members, suspend the affiliation of any Group for failure to respect the general goals as set out herein or for any financial defalcation or mismanagement of the affairs of the Group. Alternatively, for misrepresentation of, or failure to represent, the best interests of the members of the Group or for failure to comply with the conditions of its affiliation.
6. Any Affiliated Group not having a written constitution at the time of coming into force of this Constitution, shall have a period of three hundred and sixty-five (365) days from the date upon which this Constitution comes into force to prepare and ratify a written constitution for the Group and provide a copy thereof to the Board, together with proof of its due and democratic ratification by the members of the Group. In default of ratifying and adopting a written constitution within the time limited above, the Board may disaffiliate the Group or take such other steps, as it considers appropriate.
7. In the event that any Group should, for any reason, be without a Group Co-ordinator the vacancy may, so long as a quorum of Committee members remains in office, be filled by the Committee members from among the members of the relevant Group if they shall see fit to do so, otherwise such vacancy shall be filled

upon the proper election by the Group of a Group Co-ordinator. In no event shall any Group be without a Group Co-ordinator for more than sixty (60) days after which, if no Group Co-ordinator has been duly elected by the members of the Group, the affiliation of the Group with Guyana Sport Shooting Federation Inc. may be suspended until such time as a Group Co-ordinator is elected.

ARTICLE 12: Annual Subscription/Membership Fee

- 12.1 There shall be an annual subscription fee due on 1st day of April of each year, of such a sum as shall be determined by Board upon proper notice of a proposed variation from the previous year.
- 12.2 The annual subscriptions payable by members and Affiliated Groups shall be fixed from time to time by the Board.
- 12.3 Any member or affiliated organisation whose subscription shall not have been paid by the 31st May for that year will automatically forfeit membership or affiliation and shall only be re-admitted to membership or affiliation upon payment of a penalty fee of 50% of the annual subscription fee.
- 12.4 Every member or affiliated organisation shall receive the Guyana Sport Shooting Federation Inc.'s official receipt and ID Card, which may also act as evidence of membership or affiliation.

ARTICLE 13 : Finance and Administration

- 13.1 **Monies**
 1. The Treasurer shall be responsible for the books of accounts.
 2. All monies received shall be paid to the Treasurer of the GSSF who shall deposit into the Bank account.
 3. The Board may hire, retain or appoint such staff or advisors as the administration of Board issues may require and may award such salary, fee, honoraria or reimbursement of expenses as may seem to it to be appropriate.
- 13.2 The Banking Institution/Facility of the Federation shall be so approved by the Board.
- 13.3 All cheques, bills of exchange or other negotiable documents shall be signed by any two of the following five officers of the Federation viz: The President, Vice-President, Secretary, Treasurer and/or the Assistant Secretary/Treasurer.
- 13.4 The Treasurer shall deposit all money received with the Federation's Bankers, except such sums as may be required for petty expenses as shall be directed by the Board from time to time.
- 13.5 Audited Income and Expenditure Statements and a Balance Sheet must be presented on an annual basis at a General Meeting.
- 13.6 Any Group in arrears of paying its affiliation fee for more than ninety (90) days may be suspended or removed from Federation with the GSSF by the Board, whereupon the Group shall be declared vacant.

ARTICLE 14: Auditor

- 14.1 A member of the Federation shall be elected as Internal Auditor at the Biennial General Meeting.
- 14.2 He/she shall inspect and check quarterly the books of account and financial statements of the Federation.
- 14.3 The Income and Expenditure accounts and Balance Sheet shall not be adopted at the Biennial General Meeting except supported by the Certificate of the External Auditors.

ARTICLE 15: Sub-Committees

- 15.1 The Board may, by ordinary resolution, constitute, alter and dissolve such sub-committees as it considers expedient from time to time and may:
 1. appoint and remove the members thereof;
 2. establish or modify the respective terms of reference, functions, powers, duties and responsibilities thereof.
 3. appoint any ex-officio member to a sub-committee and such sub-committee members serve only at the pleasure of the Board. Sub-Committee members shall serve without compensation, fee or like remuneration and no sub-committee member shall, directly or indirectly, receive any profit from his position as such, but a sub-committee member may be reimbursed for reasonable expenses incurred by him in the performance of his duty.
 4. It shall in all cases be the responsibility of the chairperson of each sub-committee to ensure that the Board is kept fully and currently informed on the activities of his or her sub-committee.

ARTICLE 16: Board Meetings

- 16.1 The Board shall meet as often as is deemed necessary and as required.
- 16.2 The Board shall report to the membership at the Annual General Meeting.
- 16.3 Questions arising at any Board meeting shall be decided by a majority of votes unless this Constitution provides otherwise. In the case of a tie, the President shall have a deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any Board member present, but if no such demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 16.4 Any member of the Guyana Sport Shooting Federation Inc. shall have the right upon making a written request to the Secretary, to attend any meeting of the Board as an observer, or to consult minutes of past meetings of the Board or the sub-committees thereof, or of annual general meetings of the Guyana Sport Shooting Federation Inc.
- 16.5 The Board may conduct meetings by telephone, e-mail correspondences or other telecommunications device as may be approved by a majority of the members of the Board from time to time.

- 16.6 Where Board meetings are held by telecommunications device, the device so approved must permit all members of the Committee participating in the meeting to communicate adequately with each other, must be consented to by all members of the Board not less than seven (7) days in advance of the meeting, must ensure that each member of the Board has equal access to the device chosen, must adequately provide for the accuracy of establishing a quorum and the recording of votes and ensure that the meeting is closed to all except those persons entitled to attend and/or participate.
- 16.7 **Quorum**
The Board shall transact no business unless there is a quorum. The presence of sixty percent board members shall constitute a quorum, except as otherwise stipulated.
- 16.8 **No Quorum**
If within half an hour after the time appointed, for a meeting a quorum is not present, the meeting shall stand adjourned to the next convenient date and if at the adjourned meeting a quorum is not present, those members present shall constitute a quorum.
- 16.9 **Absence**
Any member of the Board who fails to attend three consecutive meetings without reasonable explanation shall be deemed to have retired and shall be notified accordingly.

ARTICLE 17 : Annual General Meetings

- 17.1 There shall be an Annual General Meeting of the Federation held every year in the month of January or February for the consideration of statements, reports etc.
- 17.2 Motions etc., for consideration at an Annual General Meeting must be submitted in writing to the Secretary at least twelve days prior to the meeting. The Notice shall be published in the daily newspaper. Copies of motions to be included in the Agenda of any Annual General Meeting shall be circulated to members at least six days prior to such meeting.
- 17.3 Sixty percent of the membership shall form a quorum.
- 17.4 Notice convening a General Meeting shall be given not less than fourteen days prior to such meeting. The Notice shall be published in any daily newspaper of general circulation.
- 17.5 When elections are to be held (Biennially) such notice shall invite nominations in writing of candidates to fill vacancies in the Board as required.
- 17.6 When elections are to be held (Biennially) each nomination shall be made with the consent of the candidate and shall be signed by at least three (3) full members and shall be delivered to the Secretary. Such nominations shall be in writing and will be open for a period of seven days. Upon the expiry of the seven day period nominations shall be closed and, within seven days after the closing of nominations, the Members shall vote to elect a new Board from among those nominated. Voting shall be carried out by secret ballot at the Biennial General Meeting. The nominees receiving the most votes shall take office in their respective nominated positions at the General Meeting.
- 17.7 The Agenda of the General Meeting will include:
1. The Minutes of the previous meeting
 2. The President's Remarks
 3. The Secretary's Report

4. The Treasurer's presentation of the previous years' accounts and financial statements
5. The Election of the new Board
6. Such other business as the agenda may prescribe.

17.8 Quorum

The General Meeting shall transact no business unless there is a quorum. The presence of fifteen members, or one-third of the current membership, whichever may be the lesser, shall constitute a quorum.

17.9 No Quorum

If within half an hour after the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned to the to the same day and time in the following week, and if at the adjourned meeting a quorum is not present, within half an hour of the time appointed, the Meeting shall nevertheless be held and those members present shall constitute a quorum.

17.10 Returning Officer

Prior to the dissolution of the Board, a "Returning Officer" must be elected by the Members present at the General Meeting and this Returning Officer may vote only in the case of a tie, in which case he has a casting vote.

ARTICLE 18 : Special General Meetings

18.1 A Special General Meeting may be called by the Board or on a petition signed by a quorum of members of the Federation stating the purpose for which such meeting is to be called.

18.2 Special General Meetings shall conform in all other respects to the conditions governing Annual General Meetings except that no business shall be transacted at a Special General Meeting other than that for which it shall have been convened, and except that notice shall be given not less than fourteen days prior to such Special General Meeting.

ARTICLE 19: Founding Board of Executives

It was decided by the Board in an effort to implement the decisions and truly meet the goals discussed by the Board to fill the positions outlined in the 'guidelines' of the GSSF (i.e. the draft constitution) to conduct a democratic electoral process: electing from members of the current Board of Directors to hold these positions for a period of one year. Thereafter, elections will be held as constitutionally set out from amongst the general membership. The persons elected will be the first-serving executive.

ARTICLE 20: Implementation of this Constitution

Pursuant to the approval of the Founding Board of Executives of the Guyana Sport Shooting Federation Inc., the Board shall then move a motion by way of Resolution to adopt this Constitution as the Official Constitution of Guyana Sport Shooting Federation Inc.

ARTICLE 21: Amendment of the Rules and Regulations

21.1 Amendment of this Constitution shall be made at a General Meeting of the Guyana Sport Shooting Federation Inc.

- 21.2 Notice of any motion to amend this Constitution and suggested amendments which are to be submitted to a General Meeting shall be forwarded to the Secretary in writing not less than twelve days prior to such meeting at which the Motion is to be entertained.
- 21.3 In order to be carried, a motion for the amendment must be agreed by a two-thirds majority of the members present. Voting may be cast by Board Members who are in direct contact with the meeting executive at the time of the meeting by telephone or other telecommunications device as may be approved by the Board from time to time.

ARTICLE 22: Legislation, Interpretation and Discipline

22.1 Legislative Power

The Board shall have the power to legislate on any matter not provided for in this Constitution and to formulate and promulgate such by-laws, rules and regulations as may be necessary or appropriate provided that same are not inconsistent with any of the principles contained in this Constitution.

22.2 Interpretation of the Constitution

1. As to all matters not provided for in this Constitution, the conduct of the affairs shall be regulated by decision of the Board which shall be the sole authority for the interpretation of this Constitution and all rules or regulations made thereunder.
2. The decision of the Board on any question of interpretation, or upon any matter affecting Guyana Sport Shooting Federation Inc. not provided for by this Constitution shall be final and binding upon all members, but subject to appeal at any Annual General Meeting at which time it will be subject to ratification of the majority of the membership of a duly convened Meeting.

22.3 Discipline

1. The Board shall have the power and the right, for good and sufficient reason to suspend from the Federation, or to impose any such lesser penalty as it shall think proper, on any individual or Group affiliated to Guyana Sport Shooting Federation Inc., whose conduct is in breach of the by-laws, Constitution, rules or regulations, or if the Group or individual member is likely, in the view of the Board, to bring the Sport, the country or the Federation into disrepute.
2. The Board shall likewise have the power to expel or disbar from competition any member.
3. In any such case, the Board shall serve written notice by registered mail of its intention to consider disciplinary action and the grounds therein and the Member or Group Co-Ordinator on behalf of his Group, as the case may be, shall be invited to attend a meeting of the Board, or to send a representative, in order to make representations or call evidence before such meeting. The member or Group Co-ordinator may, in lieu of attending or sending a representative to the meeting, submit a written statement in response to the grounds contained in the notice. In no case shall the notice be sent less than fourteen (14) days prior to the date of the meeting at which the matter is intended to be considered.

4. If two thirds of the Board members, after due consideration of all relevant evidence, including any submissions by the member or Group Co-ordinator on behalf of his Group, find the allegations of misconduct to be substantiated, a motion stipulating penalty shall be proposed and seconded. A motion stipulating penalty and/or termination of membership must receive a majority of two thirds at a General Meeting in order to take effect. The member or the Group Co-ordinator concerned shall be informed in writing of the Board's decision.

ARTICLE 23 : Misconduct of Members

- 23.1 Any member of the Board who becomes aware of an infraction of the Constitution or Rules and Regulations shall bring such infraction to the notice of the offending member. Should the member persist in violation, the matter shall be reported to the Board which may rule on appropriate action.
- 23.2 If the conduct of any member is, in the opinion of any three members who certify the name to the Board in writing, injurious to the interests of the Federation, that member shall be liable to suspension by the Board or to expulsion by the decision of a General Meeting.
- 23.3 The decision of the Board or of a General Meeting shall be final.

ARTICLE 24: Guyana Shooting Events

- 24.1 The Officer-in-Charge of the Timehri Range, (or any future approved Range), any Member of the National Range Officers Institute of Guyana (NROI GY), a U.K.P.S.A. qualified coach or Range Officer, a U.S.P.S.A. Range Officer, any IROA Range Officer of any club approved by the Guyana Sport Shooting Federation Inc. or any Range Officer of any of the affiliate or Internationally governed Sport Shooting institutions shall be a Range Officer of Guyana Sport Shooting Federation Inc.
- 24.2 The Range Officer in charge of the range will always have the power to refuse permission to any shooter whose conduct he considers unsafe, or whose firearm or equipment he considers un-suitable.
- 24.3 **Range Rules**
 1. The Board shall draw up Range Rules which shall govern the conduct of shooting on any range.
 2. The Range Officers approved by Guyana Sport Shooting Federation Inc. shall be responsible for the strict enforcement of these rules, as well as any which may be in application at ranges under military control.
 3. Only firearms and ammunition suitable for the range in use shall be used.
- 24.4 **Visitor Shooters/Competitors**
 1. Visitor shooters or competitors may be invited to shoot by the Board of the Guyana Sport Shooting Federation Inc.
 2. Such visitors shall automatically become members of the Guyana Sport Shooting Federation Inc. for that day.

ARTICLE 25: Insurance

The Guyana Sport Shooting Federation Inc.'s Board shall have the power to decide and secure the necessary premiums to effect the cover of third party claims and to provide an indemnity by way of a public liability insurance policy or otherwise in respect of legal liability for accidents resulting in bodily injury or damage to property arising on any range or at any club premises. The Board shall have the power to secure whatever Insurance Policy it may consider necessary.

ARTICLE 26: Indemnification

By acceptance of affiliation or membership to the Guyana Sport Shooting Federation Inc., and thereby of affiliation or membership in the country, every member or group is deemed fully and absolutely to indemnify the Guyana Sport Shooting Federation Inc. and the Board against any claims, liabilities, expenses or demands for any injury, damages, or loss, however sustained or caused, whether by negligence or otherwise, to or by himself, his dependents, heirs or executors at any competition, shooting or other event organised or sanctioned by the Guyana Sport Shooting Federation Inc.

ARTICLE 27: Acquiescence to Rules

- 27.1 The payment of subscription entitles a member to enjoy all the benefits and privileges of the Federation.
- 27.2 The payment of subscription must also be considered as distinctly implying the compliance of the Member with the Constitution and Rules and Regulations of the Federation, the restrictions they enjoin and the penalties they enact.

ARTICLE 28 : Range Officers

- 28.1 The Board shall appoint such persons as Range Officers as they see fit.
- 28.2 A Range Officer shall be detailed to be present at every event to direct firing operations. Such Officers shall have authority in the event of misconduct by any member, to order the offending member off the range. All such occurrences shall be reported to the Board.

ARTICLE 29 : Alteration of Rules

All alterations, additions or amendments of the Constitution or Rules of the Federation must be duly passed at a General Meeting, notice of which shall have been given in accordance with Article 17.

ARTICLE 30: Termination

- 30.1 The Guyana Sport Shooting Federation Inc. may be terminated, by resolution at a Biennial General Meeting. A resolution of termination must be carried by not less than ninety percent of the voting members present.
- 30.2 In the event of a motion for termination being carried, the Board shall, after the satisfaction and settlement of all debts and liabilities of the Federation, proceed to make an inventory of the remaining assets and should there remain any monies whatsoever, this

shall not be distributed amongst the members but shall be given or transferred to a charitable organisation(s) having similar objects or shall offer them to the shooting organisation(s) that it shall deem to be the most suitable recipient or recipients.

ARTICLE 31: SEAL and LOGO

The seal and/or Logo, an impression whereof is stamped below, shall be the seal/official Logo of Guyana Sport Shooting Federation Inc.



We, the undersigned hereby certify that this Constitution was first enacted, duly ratified and adopted by the First Statutorily held Meeting of the Founding Board of Executives of the Guyana Sport Shooting Federation Inc. on the 6th day of August, 2014.

Vidushi Persaud

President of GSSF
Vidushi Persaud (Ms.)

Steve Ninvalle

Secretary of GSSF
Steve Ninvalle (Mr.)

Revised and newly enacted at the Inaugural Annual General Meeting of the Guyana Sport Shooting Federation Inc. on the 29th day of January, 2015.

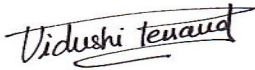
Vidushi Persaud

President of GSSF
Vidushi Persaud (Ms.)

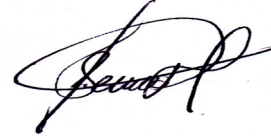
Steve Ninvalle

Secretary of GSSF
Steve Ninvalle (Mr.)

Revised and updated pursuant to Motions received and unanimously approved at the Annual General Meeting of the Guyana Sport Shooting Federation Inc. held on the 5th day of February, 2016.



President of GSSF
Vidushi Persaud (Ms.)



Secretary of GSSF
Steve Ninvalle (Mr.)