

**THE BRITISH VIRGIN ISLANDS
NON-PROFIT ORGANIZATIONS ACT, 2012**

**CONSTITUTION
OF THE
VIRGIN ISLANDS ARCHERY ASSOCIATION**



Dated this 18th day of May 2022

Paraquita Bay
Tortola, British Virgin Islands
E-mail: info@archeryvi.org Website: www.archeryvi.org

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NON-PROFIT ASSOCIATIONS ACT, 2012
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VIRGIN ISLANDS ARCHERY ASSOCIATION

1. Name

The name of this organization shall be the “Virgin Islands Archery Association”. Herein after referred to as the Association.

2. Location

H.L. Stoutt Community College, Paraquita Bay, Tortola, British Virgin Islands.

3. Postal Address

The postal address of the Association shall be that of the current President.

4. Duration

The period of duration of existence of this Association shall be perpetual.

5. Non-Profit

The Association shall not be for profit.

6. Mission

The mission of this organization shall be to develop archery as a sport in the British Virgin Islands and to prepare archers for competition in the collegiate and guest divisions, the Central American and Caribbean Games, World Cup and World Championship and the Olympic and Paralympics games.

7. Vision

The vision statement of this Association is to be the governing body for the sport of archery in the Virgin Islands, while preparing all associated and affiliated clubs with access to world class training to compete in the highest level of the sport.

8. Purpose

The main purpose of the Association is to provide facilities for and to promote participation in the amateur sport of archery in BVI. All members, volunteers and committee personnel will promote the Association and encourage (Grow) membership of the Association. The committee will decided and agree on methods to promote the Association. You

9. Interpretation

In this Constitution, the words and expressions standing in the first column of the following table shall bear the meanings set opposite them respectively in the second column thereof.

<u>Words</u>	<u>Meaning</u>
BVI Olympic Committee (BVI OC)	Is the local body wherein the Association must be registered with in order to compete in Archery competitions both Regionally and Internationally.
Child Protection Officer (CPO)	This person(s) is/are responsible for the welfare of children and vulnerable adults.
Community Amateur Sports Club (CASC)	Is an institution in the United Kingdom that is geared towards offering a range of tax and business rate relief and also Gift Aids.
Field Captain (FC)	This person(s) is/are responsible for shooting etiquette.
Health and Safety Officer (HSO)	This person(s) is/are responsible for the safety on the range.
National Archery in the Schools Program (NASP)	Is a body that focuses on the development of Archery within the school system.
Public Relations Officer (PRO)	This person promotes and markets the association to the wider community.

Tournament Records Officer (TRO)	This person(s) is/are responsible for recording the Association's scores for Tournaments both locally and abroad.
World Archery Federation (WA)	Is the International governing body for the sport of archery. Formerly known as FITA (Fédération Internationale de Tir à l'Arc)

10. Affiliations

- (a) As it is the goal of the Virgin Islands Archery Association to compete in tournaments within the Caribbean basin and other countries worldwide, there is a need to be affiliated with various organizations to foster the sport in the territory and in order to allow athletes to compete worldwide.
- (b) The list of affiliations is by no means exhaustive, as it is the aim of the Association to be affiliated with additional bodies that will aid its growth and development of the sport as time progresses.
- (c) It is the aim of the Association to be registered and affiliated with the following organizations:

(i) BVI Olympic Committee (BVIOC)

The BVI Olympic Committee is the body whereby the Association must be registered with in order to participate at the Central American and Caribbean Games, World Cup and World Championship and the Olympic and Paralympics games. It is located in the Road Reef Plaza, Road Town, Tortola, British Virgin Islands.

The British Virgin Islands Olympic Committee was formed in 1980 and became affiliated with the International Olympic Committee in 1982 and was accepted as an International Olympic Committee member. The British Virgin Islands participated in its first multi-sport games, the Central American and Caribbean Games, in August 1982.

The first appearance in the Olympic Games came in Los Angeles, California, 1984. In 1990, the BVI completed the cycle of the major games it would participate in.

(ii) Community Amateur Sports Club Scheme (CASC)

The Community Amateur Sports Club Scheme (CASC) was introduced in 2002 in the United Kingdom to support grass roots sport.

It recognizes the importance of sport in the community by allowing local amateur sports clubs to register with HM Revenue and Customs (HMRC) as a sports club rather than a business for rates and tax purposes. It also offers Gift Aid and relief from 80% of business rates.

(iii) National Archery in the Schools Program (NASP)

The **National Archery in the Schools Program (NASP)** is a joint venture between state Departments of Education and Wildlife in the United States of America. Several archery equipment manufacturers and organizations are also partners. The program promotes student education and participation in the lifelong sport and skills of Archery. The program's focus is to provide International style target archery training.

SAFETY is the guiding principle in NASP. All instructor training and student participation centers around the safe operation of an archery range. Despite the vast number of archers involved, there has never been an archery related accident and constant emphasis and training works to ensure that statistic never changes.

(iv) World Archery Federation (WA)

The World Archery Federation is the International governing body of Archery, which is headquartered in Maison du Sport International, Avenue de Rhodanie 54 CH-1007 Lausanne, Switzerland.

It was initially founded as Fédération Internationale de Tir à l'Arc (FITA) on 4 September 1931 in Lwow, Poland, by seven (7) countries (France, Czech Republic, Sweden, Poland, the United States, Hungary and Italy).

World Archery promotes and regulates the sport of archery world-wide through its more than 150 National Federations or Associations and in conformity with the Olympic principles. It aims at framing and interpreting the World Archery Rules and arranging for the organization of World Championships and other International competitions.

11. Appointment of the Officers of the Association

Officers of the Association are appointed by either the show of hands or the ballot system at the Annual General Meeting.

12. Termination of the Officers of the Association

Officers can be terminated in several ways:

- (a) Their resignation by personal request
- (b) Migration or re-location
- (c) By disciplinary action by the Board
- (d) Physical Death

13. The Governing Body

- (a) The Committee shall consist of five Officers who are considered senior members of the Association, except in exceptional circumstances.
- (b) The Officers shall be elected at the Annual General Meeting.
- (c) Ordinary Committee members shall serve for a period of two (2) years, two places to be voted for annually.

The following offices make up the governing body:

- I. President
- II. Vice-President
- III. Treasurer
- IV. Public Relations Officer
- V. General Secretary
- VI. Secretary/Treasurer Assistant
- VII. Athlete Representative

14. Duties, Responsibilities and Powers of the Officers of the Association

(a) Office of the President and Vice-President

The role of the President and Vice President is to guide the club in the direction that the committee as a whole thinks it should go and to develop and coordinate the work of all officers of the executive committee.

(b) Office of the Treasurer

The role of the Treasurer is to maintain accurate records of funds, donations of the association and to be able to advise on the financial status of the organization at

any given time. The Treasurer is also responsible for budgeting for future requirements, equipment, travel and other known expenses, and suggests the fees and annual subscriptions.

To ensure that all aspects of the Non-Profit Organizations Act 2012 regarding to proper financial record keeping are followed.

(c) Office of the Secretary

The Secretary is responsible for recording minutes and all correspondence of the committee and to assist in the interpretation of the President in matters of policy. The Secretary will also assist the Public Relations Officer as needed.

(d) Office of the Public Relations Officer

The role of the Public Relations Officer is to:

- (i) Promote and market the association to the wider community.
- (ii) Maintain and generate press releases to all media houses and interested parties.
- (iii) Respond to all media inquiries.
- (iv) Be the liaison for the association at all association events and functions.
- (v) Generate relevant and accurate press releases.
- (vi) Produce advertisements, flyers and programs upon request.

(e) Office of the Athlete Representative

The Athlete Representative is responsible for representing the needs and values of the athletes. This will require meetings with external organizations and athletes. Duties include:

- i. Establish or evolve a suitable, effective mechanism to seek athlete opinion, collate this opinion where necessary, and present to the Board.
- ii. Ensure the Board understand, respect and – where appropriate – partake in the Athlete Representation mechanism.
- iii. To ensure that every athlete within British Fencing feels safe, supported and able to provide feedback on any issue.
- iv. To ensure that all feedback mechanisms are reviewed when appropriate and remain effective in giving athletes the opportunity to provide feedback.
- v. To share with the Board, positive elements of their Athlete Development Programme, ensuring that the organization can continue to develop or build upon areas which are proving positive and/or effective among athletes.

15. Committee Members

Other positions to be filled by committee members and to be agreed at the first committee meeting after the Annual General Meeting are:

- (a) Field Captain
- (b) Health and Safety Officer
- (c) Tournament and Records Officer
- (d) Child Protection Officer

16. Duties, Responsibilities and Powers of the Committee Members

(a) Field Captain

The Committee shall appoint a Field Captain annually, who is responsible for shooting etiquette. The Field Captain will be responsible for all field command of the day, the command to approach the shooting line, the command to begin shooting, the command 'bows down' and the command to retrieve arrows.

(b) Health and Safety Officer

The Health and Safety Officer(s) is/are responsible for safety on the range. The Health and Safety Officer will assist the Field Captain by making sure when the all clear is given to shoot, that there is no pedestrian traffic in the vicinity of the range to ensure and maximize safety. The Health and Safety Officer will be trained in and will maintain up to date First Aid practices.

The Officer will ensure that there is adherence to range health and safety rules of shooting.

(i) No Horse-Play

A bow can be considered as a deadly weapon and should be treated with the appropriate respect. A bow drawn with or without an arrow should only be pointed down-range, towards the target. No one is ever allowed to step in front of the shooting line for ANY reason until the "All Clear To Retrieve" command is given.

(ii) Dry-firing

To dry-fire a bow is to draw and release the string without an arrow. This should NEVER be done. A drawn bow contains a considerable amount of energy that is

normally released into the arrow. If a bow is released without an arrow then all that energy is violently dumped back into the bow's limbs. This can be quite dangerous since all that energy can literally shatter the limbs to pieces.

(iii) Attire

The appropriate attire must be worn while on the shooting line. Clothing must be comfortable and allow free movement but not too loose as to interfere with the string from the bow.

(iv) Disruptive behavior

No smoking, alcohol or loud music will be allowed on the range. All cellular phones and devices should be turned off or placed on silent or vibration settings.

(c) Tournament and Records Officer

The Tournament and Records Officer is responsible for recording the Association's scores of all rounds shot for tournaments at home or abroad. The Records Officer is also responsible for promoting regional tournaments and organizing local tournaments.

(d) Child Protection Officer

Child Protection Officer(s) is/are to deal with the welfare of all children and vulnerable adults. This officer will undergo an extensive criminal record check before assuming this post. This officer will ensure that there are written policies and procedures for contacting local law enforcement official and relevant social services departments that deal with child protection issues. This officer may appoint a deputy who will be subjected to the same background checks.

17. Shooting Regulations

The Shooting Regulations as prescribed in this Constitution 'Rules of Shooting' shall be accepted as governing the relevant branches of the sport of Archery practiced by the Association and its members.

- (a) Nothing shall be included in this Constitution which conflicts with that of the Association.
- (b) The management of the Association's affairs shall be entrusted to the Committee.

- (c) Everyone involved in the Association shall accept the rules, policies and procedures and shall conform to such conditions, shooting rules and regulations as are current, or which may be determined from time to time by the Committee or the Association.

18. Range Commands

The following four commands are used on the range:

(a) On Line

This signals that archers can now approach the shooting line and take up shooting positions. No arrows are to be taken out of their quivers at this point. This gives everyone a chance to settle into their shooting stance and gives the range officer a last chance to verify that the range is in fact clear (hence the no arrows out of their quivers rule).

(b) Begin

Archers may commence shooting. The range officer may determine how many arrows may be shot per round. Three (3) or six (6) and if the range is 'empty' up to nine (9) or twelve (12).

(c) Clear to Retrieve

This is the all-clear signal. Archers may now travel down-range to their targets to retrieve their arrows. This is only called once everyone has finished shooting their arrows, stepped back from the line and put down their bows. No one is ever allowed to cross the shooting line before this command is given.

(d) Cease Fire

This is an emergency command to stop. Everyone is required to cease shooting immediately (even if fully drawn and just about to shoot) and place their arrows in their quiver until an all-clear command is given.

19. Sub-Committees

The Committee may appoint Sub-Committees, which shall include at least one Officer, and may delegate to such Sub-Committees powers within limits defined at its formation.

Current Sub-Committees include:

- (i) Fundraising Committee

20. Extra-Ordinary Circumstances

In the case of an emergency, the President, Vice-President, Treasurer, Public Relations Officer or the Secretary shall have full power to act as they deem necessary.

21. Membership

- (a) Membership of the Association shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (c) A copy of this Constitution should be made available to all Association members.

22. Classes of Membership

The Association may have different classes of membership and subscription on a non-discriminatory and fair basis. The Association will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(a) Senior Members

Members of the Association eighteen (18) years old and over shall be classed as Senior Members.

(b) Junior Members

- (i) Members of the Association under the age of eighteen (18) years old shall be classed as Junior Members, as defined by the Association, and have no voting rights at any General Meetings.
- (ii) All registered junior members must be authorized and signed by a parent or guardian.

(c) Honorary Life Members

Any person whom the Association may wish to honor for distinguished service to the Association may be elected at a General Meeting of the Association as an Honorary Life Member and will become exempt from Association subscriptions, but not from the Association's fees if still shooting.

23. Membership Fees

All members as defined in section 22 (other than honorary members as defined in section 22(c)) shall pay an annual subscription to the Association at maximum rates determined by the members in General Meetings.

- (a) All adult membership subscriptions shall be due on the 1st September every year.
- (b) All junior membership subscriptions shall be due on the 31st March every year.
- (c) Any member who attends the AGM and has not paid their subscription shall forfeit the right to vote at this meeting.
- (d) Any member who has not paid their subscription by the 1st October must re-apply for membership, and cannot shoot until they do so.
- (e) If the Committee decides that there are extenuating circumstances, this requirement may be waived.

24. Votes of members

- (a) Each member shall have one vote on any discussed area
- (b) Votes will be cast by a show of hands or by ballot

25. Membership Refusal

- (a) The Association's Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Association or sport into disrepute.
- (b) Appeal against refusal or removal may be made to the members.

26. New Members and Subscription Dues

- (a) Anyone who joins the Association after the 1st October and before the 1st May in any year must pay the current Association subscription due.
- (b) Anyone who joins the Association after the 1st May in any year must pay the current Association subscription due, but will only pay the current Association's fee due the following September, with full subscriptions due again the second September after joining the Association.
- (c) Acceptance of new members is subject to approval by the Committee and must be documented. Acceptance can be granted by a Committee Quorum which must be documented and confirmed at the next Committee Meeting.
- (d) Persons wishing to join the Association must attend the Association's training course run by the Association, organizer and fees are arranged by the Committee.
- (e) Once attended such a course they must submit an application form, with the appropriate fee, for membership.
- (f) Persons cannot shoot unless they have done training and then until they have received full membership status. The Committee can waive these clauses if it is decided there are extenuating circumstances.

27. Committee Meetings

- (a) The Committee will hold a Committee Meeting every two (2) months at a time and place to be decided by them.
- (b) Meetings will be held more frequently if the committee agrees they are needed.

28. Notice of Committee Meetings

- (a) Announcement of each meeting will be done at least one week or seven (7) days prior to that meeting. Longer notice and more announcements will be done when it is practical to do so.
- (b) At the announcement of the meeting, the date, time and place of the meeting will be mentioned.

29. Proceedings at Committee Meetings

- (a) No business shall be transacted unless a quorum is met.

- (b) A chairman will be elected at the commencement of every meeting or may be selected in advance of such meeting.
- (c) If a quorum is not present within half an hour from the appointed time of the meeting, the meeting shall stand adjourned.
- (d) At meetings of the Committee, the Chairman is entitled to an additional deciding vote.

30. Quorum

- (a) For a Committee Meeting to be quorate a minimum of three (3) committee members must be present for decisions to be made and recorded.
- (b) For Annual General Meeting (AGM) and Extraordinary General Meeting (EGM) a quarter of the membership must be present.

31. Annual General Meetings

- (a) The AGM shall be held during March at a time and place to be determined by the Committee.
- (b) Not less than twenty-eight (28) clear days' notice of such meeting shall be sent to each member and such notice will include a reminder that subscriptions are due.

32. Proceedings at General Meetings

- (a) No business shall be transacted unless a quorum is met
- (b) A chairman will be elected at the commencement of every meeting or may be selected in advance of such meeting
- (c) If a quorum is not present within half an hour from the appointed time of the meeting, the meeting shall stand adjourned
- (d) At meetings of the Annual General Meeting or Extraordinary General Meeting the Chairman is entitled to an additional deciding vote.

33. Extraordinary General Meetings

- (a) The Committee, or any three Association members upon application to and at the discretion of the Committee, may call an Extraordinary General Meeting.
- (b) Not less than twenty-one (21) clear days' notice of such meetings shall be sent to each member.
- (c) Any propositions to be moved at an EGM must be included in the notice of any such meeting, such notice to be sent to members by the Secretary.

34. Proceedings at Extraordinary Meetings

- (a) No business shall be transacted unless the quorum is met
- (b) The quorum shall consist of any and all active members
- (c) A chairman will be elected at the commencement of every meeting or may be selected in advance of such meeting
- (d) If a quorum is not present within half an hour from the appointed time of the meeting, the meeting shall stand adjourned.

35. Bank Accounts

- (a) The Association shall maintain a bank account in the Association's name.
- (b) Any withdrawals from the Association's bank account must be signed for by any two of the following: President, Vice-President, Treasurer and Secretary, or any nominated Committee members. Expenses must be authorized by the committee before reimbursements can be made.
- (c) The Committee shall submit a Balance Sheet at the AGM showing the Association's financial position, with an income and expenditure account, for the previous twelve months up to the 31st August.

36. Distribution of proceeds

- (a) All monies and funds received on behalf of the Association shall remain the property of the Association and there will be no distribution of such funds amongst the members, volunteers or committee other than for authorized reimbursements of expenses.
- (b) Income and assets will be used to improve, build and invest in the Association.

37. Dissolution of the Association

In the event of dissolution of the Association, a General Meeting must be held to agree to the dissolution and upon dissolution of the Association any remaining assets shall be given or transferred to another registered archery Association, the Association, CASC or a registered charity for use by them in the related community sports / archery.

38. Visiting Archers

- (a) Any visiting archer must be a member of the Association and may shoot only with the permission of the Field Captain of the day.
- (b) A target fee may be charged at the discretion of the Committee.

39. Keys

- (a) There will be two key Association key holders, which will be agreed by the committee and this will be documented.
- (c) Any senior member may obtain a key for Association property upon approval by, the Committee.
- (d) All keys must be returned to either of the relevant key holders.
- (e) A returnable deposit of \$5.00 will be charged to all senior members who are key holders.
- (f) A list of current key holders must be kept by the Treasurer.

40. Complaints

- (a) Should a complaint arise against an Association member, it must be referred to the Committee who will take whatever action they deem necessary to protect the interests of the Association and its members.
- (e) The Committee's decision will be final.

41. Amendments

- (a) Subject to the Act, the Association may alter or modify the conditions contained in this Constitution as originally drafted or as amended from time to time.
- (b) Any and all amendments to this document shall be adopted by the Association at any given general or extraordinary meeting.
- (c) Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary not less than twenty-one (21) days before the General meeting at which the proposition is to be considered.
- (d) Notice of such proposition which it is intended to move shall be sent to all members entitled to receive notice of such meetings.

The undersigned Secretary has hereunto executed this Constitution on this 22nd day of May, 2015.

Name: Ritseeniyah Georges-Haughton
Paraquita Bay, Tortola
British Virgin Islands