

# TRINIDAD AND TOBAGO TRIATHLON FEDERATION

## CONSTITUTION

### AMENDMENTS

**NEW**  
**CHANGES**  
**TO BE REMOVED**

Updated: 03 November 2022

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## VISION STATEMENT

To promote the sports of Triathlon, Paratriathlon and their Related Multisports and to lead and provide governance of these sports throughout Trinidad &Tobago.

### ARTICLE 1

#### DEFINITIONS AND INTERPRETATION

- (i) When used herein, unless the context specifically and explicitly requires otherwise, the following terms shall have the meanings ascribed to them hereunder:-

<b>IPC</b>	-	<b>International Paralympic Committee</b>
<b>NGB</b>	-	<b>National Governing Body</b>
<b>TTADO</b>	-	<b>Trinidad and Tobago Anti-doping Organization</b>
<b>TTOC</b>	-	<b>Trinidad and Tobago Olympic Committee</b>
<b>TTPC</b>	-	<b>Trinidad and Tobago Paralympic Committee</b>
<b>TTTF</b>	-	<b>Trinidad and Tobago Triathlon Federation</b>
<b>WADA</b>	-	<b>World Anti-Doping Agency</b>
<b>WT</b>	-	<b>World Triathlon</b> (from ITU in all instances)

- (ii) **“Articles”** means and refers to these Articles of this Constitution and ‘Article’ when followed by a number refers to the specific Article of these Articles which are divided into clauses, sub-clauses and paragraphs.
- (iii) **“Club”** means any body of individuals duly constituted, coming together for the purpose of participating in the sports of triathlon, paratriathlon and related multi-sports.
- (iv) **“Council”** means the Council of the Federation as from time to time constituted under the Constitution and Bye-Laws.
- (v) **“Bye-Laws”** means any Bye-Law of the Federation from time to time in force.
- (vi) **“Days”**: reference to “days” includes weekends and public holidays;
- (vii) **“Executive Committee”** or **“Executive”** means the executive officers of the Federation.
- (viii) **“Federation”** means **TRINIDAD AND TOBAGO TRIATHLON FEDERATION.**
- (ix) **“General Meeting”** means Special General Meeting and Annual General Meeting.
- (x) **“Meeting”** means any Executive, Council, Special General or Annual General Meeting.
- (xi) **“Member”** means Club and or individual member.
- (xii) **“Returning Officer”** means the official who presides and oversees the elections at a General Meeting.

- (xiii) Words including the singular shall include the plural and vice-versa and words importing one gender shall include all genders; the word "person" includes bodies corporate, companies, partnerships, individuals, syndicates, trusts, local and foreign authorities and any association of persons whether or not a separate legal entity; the word "individual" means a natural person;
- (xiv) The headings and sub-headings are inserted for convenience only and shall not affect the construction or interpretation of these presents;
- (xv) References to any statutory provisions are to be construed as references to that Statutory provision as amended supplemented re-enacted or replaced from time to time (whether before or after the date of these presents) and are to include any orders regulations instruments or other subordinated legislation made under or deriving validity from that statutory provision.

## ARTICLE 2

### NAME, LEGAL STATUS AND JURISDICTION

- 2.1 The Organization shall be called the **TRINIDAD & TOBAGO TRIATHLON FEDERATION** and is hereinafter referred to as "the Federation".
- 2.2 The Federation is a non-governmental and non-for-profit organization of unlimited duration, which exercises its jurisdiction over the whole territory of Trinidad and Tobago.
- 2.3 The Federation operates in accordance with the Olympic Charter, the principles of World Triathlon, this Constitution and the applicable laws of Trinidad and Tobago.

**ARTICLE 3**  
**REGISTERED OFFICE**

The Registered Office of the Federation shall be at such place as may from time to time be decided by the Executive Committee.

**ARTICLE 4**  
**OBJECTS**

4.1 The objects of the Federation are:

- 4.1.1 to promote the enjoyment of and participation in the sports of triathlon, paratriathlon and related multi-sports, by its members;
- 4.1.2 to affiliate and align itself with the aims, objectives and rules of WT and the TTOC and any other bodies that it may be thought fit to associate with to further the objectives of the Federation.
- 4.1.3 to provide for members and other interested parties information on technical and other developments relating to the sports of triathlon, paratriathlon and related multi-sports;
- 4.1.4 generally, to promote the material, social and educational welfare of the members in any lawful manner which the Federation in General Meeting may from time to time deem expedient;
- 4.1.5 to raise funds to enable the Federation to carry out its functions and to invest such funds of the Federation in such stocks, funds, shares, securities or other investments or in whatsoever other lawful manner the Federation in General Meeting may decide;

4.1.6 to hold, purchase, lease, lend, borrow, mortgage or otherwise deal with real and or personal property;

4.1.7 to do all lawful things such as are incidental or conducive to the attainment of the above or any of them.

**ARTICLE 5**  
**MEMBERSHIP**

5.1 Membership in the Federation shall be open to anyone interested in the activities of the Federation.

5.2 The members of the Federation shall not be responsible for its liabilities.

5.3 Every applicant for membership in the Federation shall apply in such form as the Executive Committee shall from time to time determine.

5.4 Membership is not assumed until the subscription has been paid.

5.5 Membership Register: A register of membership shall be maintained by the Secretary.

5.6 Classes of membership shall be:

5.6.1 Ordinary - Club

5.6.2 Affiliate - Group

5.6.3 Honorary - Individual



## 5.7 Ordinary Member:

- 5.7.1 Ordinary Membership shall be open to Clubs interested in having their members participate in the sports of triathlon, paratriathlon and / or related multi-sports and whose constitution and rules conform with the objects of the Federation.
- 5.7.2 To be eligible for Ordinary Membership, a Club shall have not less than six (6) registered members who are interested in, training for or participating in triathlon, paratriathlon or related multi-sports.
- 5.7.3 An Ordinary Member may be represented at the Council and General Meetings of the Federation by two (2) delegates.
- 5.7.4 Each Ordinary Member shall have one (1) vote at any Council and General Meetings.
- 5.7.5 A Club eligible for Ordinary Membership who applies for Ordinary Membership after January 1<sup>st</sup>, 2018, shall be approved by the Council but shall not be entitled to vote at a Meeting of the Federation, unless the Meeting agrees otherwise, until the latest of:
- 5.7.5.1 Six months after the submission of the appropriate application together with the relevant fee.
  - 5.7.5.2 Participation of at least 3 registered members of the Club in an event sanctioned, hosted or otherwise approved by the Federation.
  - 5.7.5.3 Attendance by at least one delegate of the Club to two Meetings of the Federation.

## 5.8 **Affiliate Membership:**

5.8.1 **Affiliate Membership - Group** may be offered to sporting or developmental associations or organisations, consistent with the objectives of the Federation, particularly those involved in or with an interest in triathlon, paratriathlon and / or related multi-sports and from which the Federation could receive technical or other assistance in the development and management of the sports.

5.8.2 Affiliate Members shall have all the rights and privileges of Ordinary Members except that no Affiliate Member shall have a right to hold office in the Federation or vote at meetings.

## 5.9 **Honorary Member**

5.9.1 The Council may elect to Honorary Membership of the Federation any person who in the opinion of the Council has rendered exceptional service to the Federation or to the development of triathlon, paratriathlon or related multi-sports.

5.9.2 A candidate for Honorary Membership must be nominated by a member of Council in writing setting out fully the grounds on which such nomination is made.

5.9.3 An Honorary Member shall be a member of the Federation but shall not be an officer or a delegate nor have a right to vote.

**ARTICLE 6**  
**FEES & SUBSCRIPTION**

- 6.1 The annual subscription fee (if any) and any other fees payable by all categories of members to the Federation, including timing, amount and manner of payment shall be as determined by the Council from time to time.
- 6.2 The yearly subscription fee shall be due no later than on 31<sup>st</sup> March. The Council at its discretion from time to time set penalties for late payment and discounts for early payment and such other adjustments as they see fit.
- 6.3 Any member whose yearly subscription fee is in arrears by three or more months shall be notified by the Secretary and until the same is paid, shall not be entitled to speak or vote at any meeting nor be entitled to any benefits, advantages, privileges or services attached to his class of Membership.

**ARTICLE 7**  
**TERMINATION AND SUSPENSION OF MEMBERSHIP**

- 7.1 Membership shall be automatically terminated:
- 7.1.1 If a Member resigns by delivering a written resignation to the Secretary of the Federation.
  - 7.1.2 If a Member in any of the categories of Membership is expelled from WT
  - 7.1.3 Automatically upon the dissolution of any Member that is a Club.
- 7.2 An Ordinary Member who fails to meet the requirements of Article 5.7.6 or who fails to send at least one representative to three consecutive meetings of the Council shall be issued a warning letter. A further warning letter will be issued if non-compliance continues for another three months. If non-compliance is

continuing three months after the date of the second warning letter, the Federation may re-classify the said Ordinary Member as an Affiliate Member.

7.3 A Member may be suspended for the following reasons:

7.3.1 Not fulfilling the conditions for Membership and not complying with the obligations of Members, as defined in the Constitution and/or bye-laws.

7.4 Should any Member consistently contravene the provisions of this Constitution and any bye-law, rules or regulations made thereunder, Council may, either suspend the Member for a specific or indefinite period or, withhold funds due to such Member, or alternatively, terminate the Membership of such body or individual provided that:

7.4.1 such termination or suspension, or withholding of funds, shall receive the approval of a two-thirds (2/3) majority of the meeting of the Council;

7.4.2 such termination or suspension shall not in any way extinguish any financial liability of such Member to the Federation;

7.4.3 any such termination shall, or in the case of suspension, such suspension shall during the period thereof, result, ipso facto, in the forfeiture of all right to payment, distribution or participation in the competitions, assets, income, sponsorships or monies of the Federation;

7.5 Should a suspension of a Member by Council be likely to exceed one (1) year, the Council shall bring forth a recommendation to the appropriate General Meeting for either continued suspension or termination of Membership.

7.6 The Council shall inform the Annual General Meeting of all suspensions in progress.

- 7.7 A Member under suspension loses all rights and privileges of Membership. In particular, a Member shall not be entitled to be heard, except with respect to their suspension, and / or vote at meetings of Members, and/or enter athletes in competitions, and/or participate in Federation activities.

## ARTICLE 8

### ORGANIZATION

- 8.1 The organization of the Trinidad & Tobago Triathlon is the following:
- 8.1.1 Executive Committee
  - 8.1.2 Council
  
  - 8.1.3 Committees
    - 8.1.3.1 Coaches
    - 8.1.3.2 Technical Officials
    - 8.1.3.3 Race & Selection
    - 8.1.3.4 Marketing
  
  - 8.1.4 Ad Hoc Committees
    - 8.1.4.1 Discipline
    - 8.1.4.2 Ethical

## ARTICLE 9

### EXECUTIVE COMMITTEE

- 9.1 The administrative responsibility of the Federation shall be vested in the Executive Committee. It shall be responsible to the members in General Meeting, between which meetings it shall have the authority to act in the name of the Federation.
- 9.2 The Executive Committee (hereinafter referred to as “the Executive”) of the Federation shall comprise the following positions:
- 9.2.1 President
  - 9.2.2 Vice President
  - 9.2.3 Secretary
  - 9.2.4 Treasurer
  - 9.2.5 P.R.O
  - 9.2.6 Floor Member
  - 9.2.7 Immediate Past President
- 9.3 The Executive shall be elected at an Annual General Meeting of the Federation.
- 9.4 The Executive Members shall hold office for a term of two (2) years and shall be eligible for re-election.
- 9.5 An Executive Member shall not hold office for more than four consecutive terms.

## ARTICLE 10

### ROLES AND RESPONSIBILITIES OF THE EXECUTIVE

- 10.1 The Executive shall manage and superintend the business of the Federation wherever such business may be transacted and shall take every means to secure the observance of the Constitution and bye-laws of the Federation by every Member.
- 10.2 The Executive shall perform all duties allotted to it by the Constitution and bye-laws of the Federation and shall further the objects of the Federation and protect all its funds from misappropriation.
- 10.3 The Executive shall direct the action of the Treasurer and be responsible for the proper administration of all the funds of the Federation.
- 10.4 The Executive shall have the power to institute any and all legal proceedings which may be necessary on behalf of the Federation.
- 10.5 The Executive shall assign to executive officers such duties and functions as may from time to time be deemed expedient.
- 10.6 The Executive shall have power to authorize the dealing with, use or expenditure of the funds of the Federation for all or any of the objects of the Federation or for any purposes which are incidental or conducive thereto.
- 10.7 The Executive may from time to time appoint such special or sub-committees as it may think necessary, of which at least one-third but not less than two (2) members shall form a quorum.

- 10.8 The Chairmen of Standing Committees shall attend all or any meetings of the Executive when directed to do so by the Executive. At such meetings, they may speak but shall neither be entitled to vote nor shall they be counted for the purpose of a quorum.
- 10.9 The Executive shall have the authority to frame bye-laws from time to time for the proper conduct and management of the Federation.
- 10.10 The Executive shall have the authority to secure, hire or appoint the required professional expertise to assist the development of the Federation, with consultation with the Council.
- 10.11 The Executive shall meet at least once every month or as often as is required. Three (3) members shall form a quorum with the Chairman having a casting vote.
- 10.12 An Executive member:
- 10.12.1 who is a party to a material contract or other interest, or proposed material contract or other interest with the Federation; or
- 10.12.2 who is a director or an officer of any body, or has a material interest in any body, that is a party to a material contract or other interest or proposed material contract or other interest with the Federation, shall disclose in writing to the Federation or request to have entered in the minutes of meetings of the Executive and or Council Meetings the nature and extent of his interest and shall remove and recuse himself from such



a meeting of the particular interest and voting on any issue arising on the particular interest.

10.13 Between Annual General Meetings, the Executive shall interpret the Constitution and Bye-laws where necessary and determine any point on which the Constitution and Bye-laws are silent.

10.14 In the event of a vacancy arising among the executive officers, from the death or resignation of any member of the Executive during his term of office, or the declaration of any office as vacant:

10.14.1 Where the vacancy arises within twenty-one (21) months of a two (2) year term, a bye-election shall be held at a Special General Meeting to fill the vacancy.

10.14.2 Where the vacancy arises three (3) months or less from the end of a two (2) year term, the Executive shall fill such vacancy from among the executive officers as they see fit.

**ARTICLE 11**  
**THE COUNCIL**

- 11.1 The Council shall be vested with due authority to act on behalf on all matters of policy of the Federation, including its property and any investments whereof, save only such as may be otherwise specifically directed by these Articles.
- 11.2 The Council shall be elected at the Annual General Meeting when elections of the Executive are due and shall comprise of the following:
- 11.2.1 The Executive of the Federation elected at an Annual General Meeting.
- 11.2.2 Two appointed delegates from each Ordinary Member
- 11.3 A member of the Council shall not be disqualified by his office from contracting with the Federation;
- 11.3.1 If such contract be entered into directly or indirectly through an agent, he shall before entering into same make full disclosure to the Council of the nature and extent of his interest therein and he shall not vote on any question, however arising, which may relate thereto.
- 11.4 The Council may at any time or from time to time appoint any special purpose committee from among the Members of the Federation to consider and report to or take action on any question and may, in so doing, delegate to such committee all or any of its powers as regards the settlement of any such question.

## **ARTICLE 12**

### **MEETINGS**

- 12.1 Any Meeting of the Federation may be held at any place within Trinidad and Tobago as may be determined and/or may be conducted virtually by electronic media as may be determined and notified to the members in accordance with the Constitution.
- 12.2 Participation by members entitled to vote at Meetings may be wholly or in part by physical presence or by means of electronic or virtual communication facilities , permitting all members participating in the meeting to hear each other and communicate with each other simultaneously and instantaneously (herinefter referred to Prescribed Electronic Media).
- 12.3 A member participating in a Meeting by the Prescribed Electronic Media shall be deemed to be present in person at the Meeting.

## **ARTICLE 13**

### **COUNCIL MEETINGS**

- 13.1 The Council shall meet not less than six times a year.
- 13.2 Council Meetings shall be convened by giving not less than seven (7) days' notice to Council members.
- 13.2.1 Electronic Meetings:
- 13.2.1.1 Council Meetings may be held by electronic means at the discretion of the Executive.

- 13.2.1.2 Standing Rules specific to electronic meetings may be adopted by the Council from time to time.
  - 13.2.1.3 A quorum for an electronic meeting shall be in accordance with Article 16 and accounted for by simple acknowledgement or other verification.
  - 13.2.1.4 Any resolution, motion, decision in writing, signed or assented to electronically or by facsimile by Council Members shall be as valid as if it had been passed at a Council Meeting of members duly convened and held.
- 13.3 Emergency meetings of the Council may, at not less than 24 hours' notice, be called by the President or the Secretary, but the business conducted at such meetings shall be of an urgent nature only.

#### **ARTICLE 14**

##### **ANNUAL GENERAL MEETING:**

- 14.1 The Annual General Meeting of the Federation shall be convened every year on or before the last Sunday of November and after the closing of that financial year.
- 14.2 Notification for the Annual General Meeting shall be sent to each member at least twenty-one (21) days prior to the date of the Annual General Meeting.

- 14.3 Resolutions for inclusion on the Agenda shall be received by the Secretary from members at least fourteen (14) clear days prior to the date of the Annual General Meeting.
- 14.4 The Secretary will forward a resolution received under Article 13.3 above to the Executive with his recommendations. Unless the Executive takes a majority vote otherwise, the resolution will be included in the Agenda of the Annual General Meeting.
- 14.5 The Secretary shall circulate to the members copies of all available resolutions and amendments thereto and the Agenda together with the Executive's Annual Report, Audited Financial Report and such other available reports and other documents, as are to be discussed at least seven (7) days prior to the date of the Annual General Meeting.
- 14.6 The business of the Annual General Meeting shall be:
- 14.6.1 To confirm the minutes of the previous Annual General Meeting and deal with matters arising therefrom;
  - 14.6.2 To receive reports from the Executive Committee which shall include reports of standing committees;
  - 14.6.3 To approve the Federation's Audited Financial Report;
  - 14.6.4 To amend the Constitution of the Federation, if necessary;
  - 14.6.5 To elect the Executive Committee members and auditors, if necessary;
  - 14.6.6 To review the past work of the Federation and plan future tasks;

14.6.7 To consider all such other matters on the Annual General Meeting Agenda.

14.7 Minutes of the Annual General Meeting shall be circulated to members of the Council not later than two (2) weeks after the holding of such Annual General Meeting.

## **ARTICLE 15**

### **SPECIAL GENERAL MEETINGS**

15.1 Special General Meetings may be summoned at any time by the Executive or convened on the written request of least one third of the financial Ordinary Members of the Federation, for the conduct of such business as specified in the notice convening such Special General Meeting.

15.2 No other business shall be conducted at the Special General Meeting except such business incidental to the matter or matters for which the Special General Meeting was convened.

15.3 Notification for the Special General Meeting shall be sent to each member at least fourteen (14) days prior to the date of the Special General Meeting.

## **ARTICLE 16**

### **QUORUM AT MEETINGS**

16.1 A quorum at any Council or General Meeting shall consist of delegates from at least two-thirds (2/3) of Ordinary Members, eligible to vote, rounded down to the nearest whole number.

- 16.2 In the event of a quorum not being present within a half hour of the time fixed for a Meeting of which due notice shall have been given, the Meeting(s) shall be adjourned to the same day of the next week at the same time and place or such other day, time and place as the Chairman of the Meeting may appoint.
- 16.3 Notice of such adjourned Meeting shall be given to the membership within one (1) day of the adjournment, or as soon as reasonably possible.
- 16.4 If at such adjourned meeting a quorum is not present, then the Chairman of the Meeting shall conduct the meeting with those members present and transact business for which the Meeting was called.

## ARTICLE 17

### **ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS**

#### 17.1 President

17.1.1 He shall preside at all Meetings of the Federation and shall be responsible for the proper conduct of business at all such Meetings. He shall have a casting vote at these meetings. He shall ex-officio be a member of all Committees and Sub-Committees.

17.1.2 He shall endeavor to secure the observance by all of the Federation's Constitution and Bye-laws and the decisions of the Meetings, and the Executive Committee. In the case of unsatisfactory performance of duties, he may use such authority as the occasion demands pending a meeting of the Executive.

17.1.3 He shall generally be responsible for the proper management of the Federation's affairs.

17.2 Vice President:

17.2.1 In the absence of the President or at his request the Vice President shall preside at the Meetings of the Federation and when so acting shall exercise all the powers of and be subject to the same limitations imposed on the President.

17.2.2 He shall assist the President in the performance of his duties and responsibilities and shall perform such other functions as may be assigned to him by the President, Executive Committee, Council or a General Meeting from time to time.

17.2.3 In the absence of the President, the Executive shall direct that he performs the duties of the President and he shall be subject to the same limitations as the President.

17.2.4 The Vice President shall be the Lead of all standing committees; Technical Officials, Coaches, Race & Selection Committees and he may appoint a Race Director for all Federation events, if no Race Director has been specifically appointed for those events.

17.3 Secretary:

17.3.1 He shall have charge of the records of the Federation and correspondence and general office business. He shall conduct the business of the Federation in accordance with the Constitution and Bye-laws and shall carry out the instructions of the Meetings and Executive Committee.

17.3.2 He shall convene and attend the Meetings of the Federation and shall cause to be recorded the minutes of the proceedings of such Meetings.



17.3.3 He shall prepare or cause to be prepared an Annual Report for submission to the Annual General Meeting subject to the approval of the Executive.

17.3.4 He shall, on the authority of the Executive, bring or defend or cause to be brought or defended by action, suit, prosecution or complaint, in any Court of Law or Equity, any matter touching or concerning the property, right or claims of the Federation.

17.3.5 He shall summon a Meeting of the Federation whenever necessary or when directed to do so by the President.

17.3.6 He shall be the defacto member of the Fund Raising Committee and in charge of the work for the PRO and Administrative Assistant.

17.4 Treasurer:

17.4.1 He shall have charge of the accounts of the Federation and shall, under the jurisdiction of the Executive, deal with all matters involving finance and shall be responsible for the proper keeping of all necessary books of account.

17.4.2 He shall receive or cause to be received all monies payable to the Federation and deposit or cause to be deposited said monies in the name of the Federation with the Federation's bankers promptly on receipt of same.

17.4.3 He shall prepare or cause to be prepared and submit to the Secretary each quarter a statement of the finances of the Federation ;

17.4.4 He shall make payments in accordance with the instructions of the Executive Committee;

17.4.5 He shall when required by the Executive or a General Meeting, promptly deliver to whom he may be directed all papers, monies, receipts, or any property belonging to the Federation.

#### 17.5 Public Relations Officer

17.5.1 He shall develop and implement a communication strategy in consultation with the Executive and Council as necessary to best achieve the Federation's objectives.

17.5.2 He shall ensure that the details of the Federation's activities, appointments and awards are publicised and communicated appropriately to the membership and to the wider public as necessary.

17.5.3 He shall ensure that any Federation website and social media presence or platforms are kept up to date with meaningful information and properly reflect the objectives of the Federation.

17.5.4 He shall deal with the media on behalf of the Federation

#### 17.6 Floor Member

17.6.1 He shall attend all Executive meetings.

17.6.2 He shall perform any duties assigned by the President

#### 17.7 Immediate Past President

17.7.1 He shall serve as an advisor to the Executive Committee

17.7.2 He shall perform any duties assigned by the President

## **ARTICLE 18**

### **REMOVAL OF EXECUTIVE OFFICERS**

18.1 Any executive officer may be removed from their duties by a vote of no confidence before the expiration of his term of office by a decision reached by a majority of the members present at a Special General Meeting convened for that purpose, of which notice specifying the intention to pass such a resolution has been given, and may elect any qualified person in his stead for the remainder of his term on any of the following grounds:

18.1.1 Breach of fiduciary duty;

18.1.2 Behaviour or conduct inimical to the best interests of the Federation.

## **ARTICLE 19**

### **COMMITTEES**

#### **COACHES COMMITTEE**

19.1 All certified Triathlon coaches of the TTTF will form this committee and must maintain their certification in order to contribute to the committee. The Secretary of the Executive will maintain the list of all certified coaches.

19.2 Any individual interested in obtaining the coaches certification must bear 100% of the cost.

19.3 This group will be mandated to meet once every quarter to discuss:

19.3.1 Athlete development;

19.3.2 The updating and maintaining of performance testing;

- 19.3.3 The creating and updating of the TTTF Athlete Long Term Development Document.
- 19.4 A Chairman will be nominated by the committee for a period of 2 years following elections.
- 19.5 The Chairman will meet with the Vice President once every three (3) months to update on the work of the committee.

#### **TECHNICAL OFFICIALS COMMITTEE**

- 19.6 All certified Technical Officials will form this group. Technical Officials must maintain their certification in order to be a member of this committee. The Secretary of the Executive will maintain the list of all certified Technical Officials annually.
- 19.7 Any individual interested in obtaining the technical official certification must bear 100% of the cost.
- 19.8 All Technical Officials are expected to make themselves available for use by the TTTF at all TTTF events.
- 19.9 The Lead of the Technical Committee will meet with the Vice President once every three (3) months to update on event planning and on any other matters as it relates to events.
- 19.10 A Chairman will be nominated by the committee for a period of 2 years following elections.

## **RACE & SELECTION COMMITTEE**

The Committee shall:

- 19.11 Within fifteen (15) days after the close of the Annual General Meeting, the Council shall meet and appoint the Race and Selection Committee;
- 19.12 Be responsible for creating Selection Documents for all major races;
- 19.13 Be responsible for the timely submission of the juniors and elite documents based on the World Triathlon/PATCO calendar of events;
- 19.14 Complete the CARIFTA selection policy by the 31<sup>st</sup> December of the current year for submission to Council by the 31<sup>st</sup> January of the ensuing year;
- 19.15 Select competitors for national teams representing the Federation at Regional and International events in accordance with the approved selection policy;
- 19.16 Present the selection of athletes to the Vice President no later than seven (7) days after the qualifying events are completed;
- 19.17 Be in charge of all TTTF events. It will inform all stakeholders and work closely with the Secretary and Assistant Secretary to execute the race;

19.18 Work closely with the Technical Officials to ensure that the course maps are correctly done and all areas are covered such as: Swim start/end; T1; cycling; T2; running and the penalty areas.

## **MARKETING COMMITTEE**

19.19 The Marketing Committee is primarily responsible for the promotion of the sport of Triathlon as well as Multi Sport events such as Duathlon, Aquathlon & Aquabike.

19.20 The Marketing Committee will also be responsible for raising funds for various projects under the Triathlon Federation such as but not limited to - National Teams, Coaching and Technical Official courses.

19.21 The Marketing Committee will be appointed by the Executive members of the TTTF and consist of 3 individuals.

19.22 The Marketing Committee will report to the President of the TTTF;

19.23 A Chairman will be nominated by the committee for a period of 2 years following elections.

## **ARTICLE 20**

### **AD HOC COMMITTEES**

- 20.1 From time to time the Federation may deem it necessary to form an ad hoc committee to deal with any issues arising out of any situation dealing with but not limited to fund raising, appeals and ethics.
- 20.2 The Executive Committee shall nominate a minimum of three individuals on any ad-hoc committee.
- 20.3 The Committee shall meet upon the formation of same to discuss the issue and to come up with a solution within seven (7) working days of the filing of the complaint.
- 20.4 A report stating the outcomes must be presented to the Vice President upon closure of the complaint.

## **ARTICLE 21**

### **FINANCIAL MATTERS**

- 21.1 The financial year of the Federation shall run from 1st October to 30th September.
- 21.2 Officers' Remuneration:
- 21.2.1 The Annual General Meeting or a Special General Meeting shall be empowered to remunerate an officer or member of the Executive Committee whether his duties call for whole-time or part time service.
- 21.2.2 Auditor and Books of the Federation:

- 21.2.2.1 The Auditor appointed by the Annual General Meeting shall audit the general accounts of the Federation as soon as possible after the close of the financial year;
- 21.2.2.2 The Auditor shall have access to all the books and accounts of the Federation and shall examine every Balance Sheet and Annual Return of the receipts and expenditure, funds and effects of the Federation, which he shall verify with the accounts and vouchers relating thereto and either sign the same as correct, duly vouched, and in accordance with law or proper accounting practice or shall specially report to the Executive Committee of the Federation, in what respect they are incorrect, unvouched, or not in accordance with the law or proper accounting practice;
- 21.2.2.3 He shall, if he requires, have the assistance of any officer or employee of the Federation in making the necessary examination;
- 21.2.2.4 A copy of the Auditor's report shall be presented to the Annual General Meeting with the audited accounts;
- 21.2.2.5 The books of the Federation shall be kept at such place as the Executive Committee may approve and shall include a complete register of all its members.

21.2.3 Any member of the Executive Committee shall have the right to inspect the accounts of the Federation at any reasonable time.

### 21.3 Federation's Funds and Investments thereof:

21.3.1 No expenditure shall be incurred nor any payment made by the Federation except with prior approval of the Executive Committee or a duly authorized officer;



21.3.2 It shall be the responsibility of the Honorary Treasurer to see to it that quarterly financial statements of the Federation are prepared for the scrutiny of the Committee.

21.4 Banking:

21.4.1 The Federation shall deposit its funds in any Bank in Trinidad and Tobago or in any financial organization in the name of the Federation on authorization of the Executive Committee;

21.4.2 Cheques against the Current Account shall be signed by any two of the four Executive Members;

21.4.3 Savings Account and or Fixed Deposits may be established with the approval of the Executive Committee and may be operated under the same control as applies to the Current Account or as the Executive Committee may from time to time direct.

## **ARTICLE 22**

### **VOTING**

22.1 At any General or Council Meeting a resolution put to the vote shall be decided by the show of hands by a majority present in person or electronically and entitled to vote unless before the resolution is put to the vote a secret ballot is demanded by two (2) or more members eligible to vote.

22.2 In the event of the voting being equal, the Chairman of the Meeting shall have a casting vote in addition to his ordinary vote.

- 22.3 Voting at Council Meetings shall be done by the Non-Executive members of the Council with the Chairman of the meeting having an additional casting vote in the event of a tie.

## ARTICLE 23

### ELECTION OF OFFICERS OF THE FEDERATION

- 23.1 All nominations for Executive Committee positions must be received by the Secretary at least twenty-one (21) days before the relevant Annual General Meeting. Such nominations shall be in writing and contain an acceptance in writing by the candidate so nominated.
- 23.2 The Returning Officer shall have the conduct of the meeting.
- 23.3 In the case of any dispute as to whether a ballot can conveniently be used or is a spoiled ballot, the Returning Officer of the meeting shall determine the same and such determination shall be final and conclusive.
- 23.4 The election shall be by simple majority.
- 23.5 Outgoing executive members shall demit office immediately after the election and shall hand over all papers, books, and documents pertaining to such office to the incoming executive members no later than seven (7) days after the elections.

## ARTICLE 24

### GENERAL PROVISION

24.1 All disputes arising between members, clubs, teams, affiliates, athletes and other parties registered with the Federation or subject to the Federation's oversight shall be resolved by domestic remedies. Where necessary, matters should be referred to a recognized local sports Arbitration Body, for resolution through mediation or arbitration.

24.2 Absence from meetings:

24.2.1 An Officer of the Executive Committee who is unable to attend a meeting should notify the Secretary. Any Officer of the Executive Committee who is absent for three successive meetings without reasonable excuse acceptable to the Executive shall be deemed to have resigned his position. The vacation position shall be filled in accordance with Article 9.14.

24.3 Irregularity not to invalidate proceedings:

24.3.1 Any accidental irregularity in the election or disqualification of any person to any office or in the qualification of any person holding office, shall not invalidate any proceedings or meetings in which such person has taken part, nor shall any accidental irregularity in the convening or holding of any meeting or holding of a ballot invalidate such meeting or ballot.

24.4 Service of Notices:

24.4.1 Any notice given under the Constitution shall be deemed to have been properly given if delivered, posted or emailed to the last address or email address notified to the Secretary within the time prescribed in this Constitution;

24.4.2 The Federation shall not be held responsible where notices cannot be delivered through failure of a Member or individual to notify the Federation of a change of address;

24.4.3 Where any Member or person is liable to lose his post owing to unauthorized absences from meetings, in disciplinary matters, in nominations for election to office and in such other instances as may be determined by the Executive Committee, notices shall be sent by registered post or by hand.

24.5 Members to have the Constitution:

24.5.1 The Constitution will be published and made available to Members or any interested party on the Federation's website and other electronic media;

24.5.2 Copies of Constitution will be provided to Members on request, for a sum to be fixed by the Executive Committee.

24.6 Relationship with Local and International Sporting Associations:

24.6.1 The Federation will comply with all requirements of the ITU's Constitution including but not limited to agreement to:

24.6.1.1 refer to the Court of Arbitration for Sport (Lausanne) any disputes which may arise between the Federation and the ITU;

24.6.1.2 refer to the Court of Arbitration for Sport (Lausanne) all matters related to anti-doping control;

24.6.1.3 comply with all other relevant matters outlined in the Constitution of the ITU;

24.6.2 The Federation shall be affiliated with the TTOC and TTPC and shall adopt or comply with their rules, regulations, codes and bye-laws as appropriate.

24.6.3 The Federation shall also adopt and incorporate by reference, the relevant rules, regulations, codes and laws of the IPC currently in force and as may be amended from time to time.

**ARTICLE 25**  
**DISCIPLINARY COMMITTEE**

- 25.1 The Federation shall establish a Disciplinary Committee for the purpose of dealing with all disciplinary matters submitted to it.
- 25.2 The Disciplinary Committee shall comprise no more than five (5) persons entirely independent of the Federation from whom any three (3) shall form a panel for the purpose of a disciplinary hearing, one of which shall be an Attorney-at-Law.
- 25.3 The Chairman of the Disciplinary Committee shall be an Attorney-at-Law.
- 25.4 The Disciplinary Committee shall meet to hear disciplinary matters within 28 days of a complaint being lodged.
- 25.5 The Disciplinary Committee has power to sanction, which includes suspensions, expulsions or fines.
- 25.6 The Member appearing before the Disciplinary Committee shall be informed of his right to be represented at the hearing.

**ARTICLE 26**  
**APPEALS**

- 26.1 Appeals from a decision of the Disciplinary Committee will be conducted by the TTOC:
- 26.1.1 The time limit for submission of an appeal is twenty-one (21) days after the reception of the decision concerning the appeal.

26.2 Any further appeal on a decision made by TTOC's Arbitration Tribunal may be submitted exclusively by way of appeal to the Court of Arbitration for Sport in Lausanne, Switzerland, which will resolve the dispute definitively in accordance with the Code of sports-related arbitration.

## ARTICLE 27

### ANTI-DOPING COMPLIANCE

27.1 The Federation shall adhere to the principles, intent and spirit of the World-Anti-Doping Code as updated from time to time and shall incorporate, whether by reference or otherwise, the provisions of the National Anti-Doping Policy established by TTADO.

27.2 The Federation shall comply with the provisions of the Anti-Doping in Sport Act 2011 and shall be amenable to the jurisdiction given to TTADO under the said Act.

27.3 The Federation shall adopt and adhere to the ITU Anti-Doping Rules as updated from time to time.

## ARTICLE 28

### CHILD PROTECTION POLICY

28.1 The Federation shall ensure that it has adopted appropriate and up-to-date child protection policies in keeping with international best practice in child protection schemes.

28.2 The Federation shall adopt the World Triathlon Safeguarding Policy Against Harassment and Abuse in Triathlon.

## **ARTICLE 29**

### **NON-INTERVENTIONIST**

29.1 The Federation must manage their internal affairs with total independence and ensure that no third party interferes in their operations. They must remain autonomous and resist all political, religious and financial pressure which may infringe their commitment to abide by the constitution of the ITU. Any external form of interference or attempt to interfere must be reported to the ITU.

29.2 The constitution and regulations of the Federation must make provision for an election or internal appointment system that ensures complete independence of the Federation vis-à-vis third parties.

29.3 The Federation shall not allow government and other public authorities to appoint members of the governing bodies of the Federation.

## **ARTICLE 30**

### **DISSOLUTION**

30.1 The Federation shall not be dissolved except by the consent of at least two-thirds of the Members testified by their signatures to some instrument of dissolution.

30.2 In the event of the Federation being dissolved as provided above all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds divided amongst charitable Federations or sporting bodies in Trinidad and Tobago as determined by the Membership or failing them the TTOC.

### **ARTICLE 31**

#### **AMENDMENT TO CONSTITUTION**

31.1 This Constitution may be amended at an Annual General Meeting or Special General Meeting, which shall be the only body of the Federation with the Authority to amend the Constitution.

31.2 No member shall have the right to propose amendments to the Constitution except through the Executive Committee or by resolution to be put to a Special General Meeting summoned for that purpose.

31.3 Proposals for amendments to the rules shall be included as resolutions on the agenda of the Annual General Meeting and shall follow the same form and manner in forwarding same for inclusion on the agenda as outlined in Article 14.

31.4 This Constitution may be amended only by resolution carried by two-thirds majority of members present at the Annual General Meeting or a Special Meeting called for that purpose.



**CERTIFICATE OF DUE ADOPTION**

We, the undersigned officers, of the Executive Committee of TTTF do hereby duly declare and certify that this Constitution was proposed and adopted in accordance with the provisions herein contained by a Special/ Annual General Meeting of TTTF held at:

On the \_\_\_\_\_ day of \_\_\_\_\_ 2020

.....

**PRESIDENT**

.....

**SECRETARY**