

**TRINIDAD AND TOBAGO
GYMNASTIC FEDERATION
CONSTITUTION (2009)**
Revised Nov 2014

INDEX

ARTICLE 1 : Name and Mission Statement.....	PAGE 2
ARTICLE 2 : Interpretation.....	PAGE 3
ARTICLE 3 : Objects and Functions.....	PAGE 4
ARTICLE 4 : Affiliations.....	PAGE 5
ARTICLE 5 : Membership.....	PAGE 6-8
ARTICLE 6 : Officers and Duties of Officers.....	PAGE 9-10
ARTICLE 7 : Council: Composition and Procedures.....	PAGE 11-13
ARTICLE 8 : Committees.....	PAGE 14-18
ARTICLE 9 : Finances.....	PAGE 19
ARTICLE 10 : Trustees.....	PAGE 19
ARTICLE 11 : General Meetings.....	PAGE 20-21
ARTICLE 12 : Alteration of Rules.....	PAGE 22
ARTICLE 13 : Bye Laws.....	PAGE 22
ARTICLE 14 : Winding Up.....	PAGE 22
APPENDIX : Schedule of subsidiary Bye-Laws, Codes and Policies.....	PAGE 23

**TRINIDAD AND TOBAGO
GYMNASTIC FEDERATION
CONSTITUTION (2009)**

ARTICLE I

NAME AND MISSION STATEMENT

The **name** shall be **The Trinidad and Tobago Gymnastic Federation, (T.T.G.F.)** hereinafter referred to as “the Federation”.

The **colours** shall be Red, White and Black.

The **emblem** shall be as decided from time to time by the Council.

The **mission** of the Federation is as follows:

TO encourage the widespread development of and participation in the sport of gymnastics through increasing public awareness, thereby promoting the wellbeing and development of the nations’ youth through the sport.

TO encourage excellence in the sport of gymnastics by seeking the acquisition of equipment and facilities for the safe training of athletes/ gymnasts and opportunities for increased exposure to competitions and other gymnastic activities.

TO establish criteria and strategies for developing, training, funding and maintaining national level teams.

TO promote the growth of the sport of gymnastics through the development of coaching and judging talent through education, exposure, training, and certification.

TO set standards and guidelines for the safe, fair and ethical conduct of the sport and for the membership of the Federation.

TO provide services and support to all members of the Federation.

ARTICLE 2

INTERPRETATION

In these rules, unless the contrary intention appears,

“CLUB” means any group of individuals, duly registered as members of the Federation, (including school clubs or programs) coming together for the purpose of participating in the sport of amateur gymnastics in any of its disciplines as defined by F.I.G. as follows:

1. **Artistic gymnastics:** Men’s (MAG) and Women’s (WAG) competitive gymnastics performed on prescribed pieces of apparatus.
2. **Rhythmic gymnastics (RG):** Competitive gymnastics performed with prescribed items of hand apparatus.
3. **Gymnastics For All (GFA):** Gymnastics of a recreational nature covering a wide range of gymnastics activities, as defined by the F.I.G..
4. **Acrobatics**
5. **Trampoline / Tumbling**
6. **Aerobic Gymnastics:** Athletes competing in Aerobic Gymnastics (AER) in accordance with and under the FIG CHARTER

“GYMNASTICS” shall be construed accordingly.

“RULES means this Constitution and all subsidiary rules made thereunder,

“SECRETARY” means General Secretary of the Federation.

“TREASURER” means Treasurer of the Federation.

“GYMNAST OR ATHLETE” shall include all persons training under the heading of gymnastics outlined in (1) — (6) above.

“F.I.G. means the FEDERATION INTERNATIONALE DE GYMNASTIQUE

Words importing the masculine gender shall include the feminine gender. Words in the singular shall include the plural, and, words in the plural shall include the singular.

ARTICLE 3

OBJECTS AND FUNCTIONS OF THE FEDERATION:

The objects and functions of the Federation shall be:

- (a) To promote and encourage the development of the teaching and practice of gymnastics in Trinidad and Tobago and stimulate public opinion in favour of providing proper funding, accommodation and facilities for the sport.
- (b) To draw up, publish and enforce uniform rules for the control and regulation of gymnastics and for the conduct of championships and competitions in Trinidad and Tobago and deal with any infringements thereof. Whenever practicable, these shall conform with the rules of F.I.G. to which The Federation shall be affiliated.
- (c) To provide competitive gymnastic opportunities for all ages, sexes and levels of ability including, international competition to suitably qualified gymnasts.
- (d) To frame rules under which National Standards can be established and recognized.
- (e) To ensure that all contests open to member clubs in Trinidad and Tobago shall be organized under the rules.
- (f) To adjudicate on any matters of dispute which may arise between member clubs.
- (g) To sanction and control all international and national competitions held in Trinidad and Tobago and be advised in writing prior to the participation in all overseas events by members. The Governing Body of the overseas competitions would dictate if application to participate must be made through the Federation.
- (h) To foster and maintain cordial relationships with sporting groups and other bodies locally and overseas whose aims and purposes are similar to those of the Federation.
- (i) To formulate criteria and guidelines for the development, selection, training and funding for National teams in gymnastics and whenever necessary, to submit its selections to The Trinidad and Tobago Olympic Association or other national sporting bodies.
- (j) In furtherance of the aforementioned purposes, to solicit, apply and receive, hold and disburse, grants, bequests, endowments and other funds and to operate exclusively for charitable purposes and to employ such staff and to contract for the services of such facilities, materials and equipment as are necessary and appropriate.
- (k) To ensure that the objectives of the Federation as stated herein shall never be altered in such manner as to contravene the provision of Section 46 (2) of the Corporation Tax Acts of the Laws of The Republic of Trinidad and Tobago or any statutory modification or reenactment thereof for the time being in force which provides for the exemption from Corporation Tax of a Sporting Body of persons such as the Federation.

ARTICLE 4

AFFILIATIONS:

NATIONAL AND INTERNATIONAL AFFILIATIONS

The Federation shall be affiliated to:

- (i) The Federation Internationale De Gymnastique, (F.I.G.)
- (ii) Panamerican Gymnastics Union / Union Panamericano Gimnasia (P.A.G.U)
- (iii) The Trinidad and Tobago Olympic Association, (T.T.O.C.)
- (iv) The Ministry of Sport, (M.O.S)
- (v) The Sport Company of Trinidad & Tobago (SPORTT)

Any other international or national body as the Council sees fit. Any association wishing to affiliate may apply to Council for affiliation.

ARTICLE 5

MEMBERSHIP:

NATURE OF MEMBERSHIP

Membership and continuing membership of the Federation is a privilege and not a right. Although membership is open to all members of society, acceptance by the Federation of an application to become a member or renew Membership is not automatic. The Federation has an absolute discretion, without giving any reason for the refusal, to refuse membership to any person applying to the Federation subject only to any restrictions applying by law to the exercise of its discretion. Acceptance of membership implies a commitment to abide by the Constitution and the rules of the Federation.

MEMBERSHIP FEES

The Annual membership fee for all classes of membership shall be fixed by the Council from time to time. Annual membership fees shall be due and payable on September 1st of every year. Any member which falls into arrears with its annual subscriptions for more than thirty (30) days, shall automatically cease to be a member of the Federation. The Council may, however, in its discretion reinstate such member on payment of the total amount of fees outstanding.

CLASSES OF MEMBERSHIP

The classes of membership shall be:

- (i) Club
- (ii) Competitive Amateur Gymnast or Athlete
- (iii) Recreational Amateur Gymnast or Athlete
- (iv) Coach / Instructor
- (v) Associate, which shall include elected officers and all other members of and delegates to Council.
- (vi) Judge

(i) CLUB:

Any club promoting gymnastics shall be eligible for membership of the Federation and shall, subject to the approval of the Council, become a member upon the payment of an annual subscription fee as prescribed by the Council from time to time.

- a. Any club desiring to become a member of the Federation shall submit:
 - 1. An application in writing on TTGF Club Membership Form to the Secretary stating its name, the number of members and the names of its officers, registered coaches and a statement that that it will abide by this Constitution and the rules of the Federation.
 - 2. A copy of its Constitution, except in the case of a school club abiding by the school in question's Constitution.
- b. A club shall have at least ten (10) active member gymnasts or athletes to qualify for membership unless this requirement is waived in special circumstances by Council.
- c. Any club desiring to resign from the Federation shall submit its resignation in writing to the Secretary, and such resignation shall take effect from the date of the receipt of the Secretary of such notice.

(ii) and (iii) RECREATIONAL /COMPETITIVE AMATEUR GYMNAST OR ATHLETE:

- a. Any individual actively engaged in gymnastics who qualifies as an amateur within the meaning of that term as defined from time to time by the F.I.G. regulations (hereinafter referred to as "amateur

gymnast or athlete”) shall be eligible for membership of the Federation.

- b. Any amateur gymnast or athlete desiring to become a member of the Federation shall submit an application in writing (TTGF application form) to the Secretary stating:
 - (i) His name, date of birth, address and club affiliation, if any, and a statement that he will abide by this Constitution and the rules of the Federation.
 - (ii) A certificate of his amateur standing or (Application signed by the Secretary or Club Head of his affiliated club), or by two Associate members of The Federation.

Such initial application shall be accompanied by a copy of his birth certificate, and a registration fee as prescribed by the Council.

- c. An amateur gymnast or athlete may be registered with the Federation under one club only at any one time for the purposes of each type of competition or event organized by or through the Federation. This does not exclude training or participation by the amateur gymnast or athlete in other club activities or membership to such clubs if it is necessary for such participation or training.

An amateur gymnast or athlete may be registered with the Federation as an **UNATTACHED or INDIVIDUAL** gymnast or athlete for the purposes of membership or competition only where it has been demonstrated to Council that there are extenuating circumstances precluding the registration through a member club. However, any such unattached or individual gymnast or athlete must be under the training or accompanied by a duly registered TTGF coach or an FIG affiliated Federation registered coach.

- d. An amateur Gymnast or athlete must have been a registered member of a club for at least four (4) weeks before being entitled to represent such club in competition.
- e. A yearly registration fee in such sum as may be prescribed by the Council must be paid before the amateur Gymnast or athlete can compete.
- f. An amateur Gymnast or athlete who desires to have registered a change in his club affiliation shall make application in writing to Council. The Council shall be entitled to refuse such application unless it is satisfied that the applicant has resigned from his former club and has discharged IN FULL his indebtedness to his former club.
- g. An amateur Gymnast or athlete must have been a registered member of the Federation for at least four (4) weeks before being entitled to represent such club in competition. *This excludes foreign athletes invited for TTGF and its registered member clubs' competitions or events.*

(iv) **COACH / INSTRUCTOR:**

Any individual actively engaged in the teaching and coaching of gymnastics desiring to become a member of the Federation shall submit an application in writing on the requisite application form to the Secretary stating his name, qualifications and experience, his registered club affiliation if any and a statement that that he will abide by this Constitution and the rules of the Federation in particular the Coaching Code of Ethics.

A copy of a valid form of Photo Identification (National Identification Card or Passport) and a valid Police Certificate of Good Character, must also be submitted with application documents. It is a requirement that a Police Certificate of Good Character and TTGF membership application form be submitted annually thereafter.

(v) ASSOCIATE MEMBER:

- a. Any individual interested in Gymnastics, who is an amateur within the F.I.G. definition and who is prepared to assist substantially in the promotion and organization of Gymnastics and who subscribes to and abides by the Constitution and the rules of the Federation, may be registered as an Associate Member.
- b. Any individual desiring to become an Associate Member must submit in writing (or use the official Application Form) stating his name, address, AND, that he is willing to assist in promoting Gymnastics. Application shall be accompanied by the membership fee as prescribed by the General Council and shall be signed by two (2) members of the Federation as proposer and seconder respectively.
- c. Every Associate Member shall pay an annual membership fee as prescribed by the Council. Any Associate Member who falls into arrears with the annual fee for more than thirty (30) days, shall automatically cease to be a member of the Association. The Council may, however, in its discretion reinstate such member on payment of the total amount outstanding.
- d. A copy of a valid form of Photo Identification (National Identification Card or Passport) and a valid Police Certificate of Good Character, must also be submitted with application documents. It is a requirement that a Police Certificate of Good Character be submitted annually thereafter.

(vi) JUDGE MEMBER:

- a. Any individual who is a current, certified judge in any of the approved gymnastics programs of the TTGF; actively engaged in the judging aspect of gymnastics, desiring to become a member of the Federation, shall submit an application in writing on the requisite application form to the Secretary stating his name, qualifications and experience, and a statement that that he will abide by this Constitution and the rules of the Federation.
- b. Application shall be accompanied by the membership fee as prescribed by the General Council and shall be signed by two (2) members of the Federation as proposer and seconder respectively.
- c. Every Member shall pay an annual membership fee as prescribed by the Council. Any Judge Member who falls into arrears with the annual fee for more than thirty (30) days, shall automatically cease to be a member of the Federation. The Council may, however, in its discretion reinstate such member on payment of the total amount outstanding.
- d. A copy of a valid form of Photo Identification (National Identification Card or Passport) and a valid Police Certificate of Good Character must also be submitted with application documents. It is a requirement that a Police Certificate of Good Character and TTGF membership application form be submitted annually thereafter.

SUSPENSION AND REMOVAL OF MEMBERSHIP

The Constitution (in Article 7) provides that a Member shall cease to be a member in certain specified circumstances, one of which is expulsion or suspension. Expulsion or suspension of a Member who, in the opinion of the Federation, has acted in a manner that it does not consider appropriate for a member of the Federation, or that demonstrates a disregard for the Constitution and the rules made thereunder is required to be carried out in accordance with the Federation's disciplinary procedures, as established by the Disciplinary Committee and approved by Council. All matters of discipline shall be conducted with due regard to the general principles of fairness and the rules of natural justice.

ARTICLE 6

OFFICERS AND DUTIES OF OFFICERS:

OFFICERS

The Officers of The Federation shall be:

- (i) The President
- (ii) The Immediate Past President
- (iii) One or two Vice Presidents (First and/or Second)
- (iv) The Secretary
- (v) The Treasurer
- (vi) The Assistant Secretary
- (vii) The Assistant Treasurer

TERM OF OFFICE

The Officer shall hold office for two years (one term) and except for the Immediate Past President shall be elected at the Annual General Meeting. The Officers shall be elected by secret ballots from amongst members of the Federation, proposed and seconded at the Annual General Meeting.

- I. Vice President(s), Treasurer, Assistant Treasurer, and Assistant Secretary: shall not be eligible to serve more than two (2) consecutive terms in the same post.
- II. President, Secretary: shall be eligible to serve up to four (4) consecutive terms in the same post.

DUTIES OF ELECTED OFFICERS:

(i) **PRESIDENT:**

The President shall have the right to convene and unless prevented by illness or other sufficient cause, preside over all meetings of the Council. He shall also be an ex-officio member of all Committees, and shall have unlimited authority upon every question of order and shall be the sole interpreter of the laws governing the Council for the purposes of such meetings and shall have the right to vote on every motion and in the event of an equal number of votes being recorded, he shall have a second and casting vote.

(ii) **VICE PRESIDENT:**

The Vice President shall perform the duties of the President in his absence.

(iii) **SECRETARY:**

The Secretary shall deal with the correspondence of the Federation under the general supervision of the Council. In cases of urgency, where the Council cannot be consulted, he shall consult the President or if he is not available, the Vice President, if available. Decisions reached in this way shall be subject to ratification at the next Council meeting. The Secretary shall issue notices convening all meetings of the Federation and the Council and shall be responsible for keeping minutes of all such meetings and for preservation of all records of proceedings of the Association and of the Council. He shall also be an ex-officio member of all Committees.

(iv) **TREASURER:**

The Treasurer shall receive and disburse, under the direction of Council, all money belonging to The Federation and shall issue receipts for all money received by him and preserve vouchers for all money paid by him. He may expend up to \$200.00 without the prior authority of the Council, but shall report all such expenditure at the earliest opportunity to the Council for ratification. He is responsible to the Council and to the members for ensuring that proper books of accounts of all money received and paid by the Federation is written up, preserved and available for inspection and he shall make a quarterly report to Council on the finances of the Federation. He shall also be an ex-officio member of The Ways and Means Committee.

(v) **ASSISTANT SECRETARY:**

The Assistant Secretary shall assist The Secretary in the performance of his duties and in his absence, shall perform his duties.

(vi) **ASSISTANT TREASURER:**

The Assistant Treasurer shall assist the Treasurer in the performance of his duties and in his absence, shall perform his duties.

ARTICLE 7

COUNCIL:

a) **COMPOSITION:**

The Council shall consist of:

- all elected officers of the Federation
- the immediate Past President
- designated representative(s) from the Club Head Body (maximum 2)
- designated representative(s) from the Coaching Body (maximum 2)
- designated representative(s) from any committee established under Article 8 for the duration of the committee.
- designated representative from any Affiliated Associations

The Council shall have the names of these delegates in writing. The ideal Council size shall be sixteen (16).

b) **TEMPORARY VACANCIES:**

Council shall have power to fill any vacancies among the officers of The Federation. Such appointments shall hold good only until the next Annual General Meeting.

c) **INVITEES:**

The Council shall have power to invite to Council any person outside of the above mentioned categories, whom they feel may have valuable contribution. The person shall not have the power to vote.

d) **QUORUM:**

No business shall be transacted at any meeting of the Council unless a quorum of members is present at the time when the meeting proceeds to business. Save as herein or otherwise provided, **60%** of the members of the Council of which **three (3)** should be elected officers, shall form a quorum at any meeting of the Council. If within thirty minutes (30) from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the week, at the same time and place or to such other day or at such other time and place as the members present may determine. If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the members present whoever small in number and whether such members were present at the previous meeting or not, shall be a quorum and the business of the Council shall proceed providing there are two (2) elected members present.

e) **NON-ATTENDANCE:**

If in the opinion of the Council, any officer without due notice or reasonable excuse absents himself, from three consecutive meetings or without good cause fails to take an active interest in the business of the Federation, he will cease to hold office.

f) **MEETINGS:**

Meetings of the Council shall be held at least once every two months and at least seven (7) days notice must be given by the General Secretary

G) THE PRESIDENT'S DECISION

Shall be final on any question of order. He shall have the right to vote on every motion and in cases of equality of votes, shall have a casting vote.

DUTIES AND POWERS:

- h) The Council shall deal with all applications for membership of the Federation.
- i) The Council shall elect all officials for national teams including the manager, chaperone and national coaches. Such persons shall, subject to the overall superintendent of the Council, have full unfettered and complete jurisdiction over the team members in their charge and shall not be subject to any interference whatsoever from any parent, supporter or any other person whatsoever and howsoever.
- j) The Council shall appoint representative to attend meetings of bodies controlling and promoting amateur sport.
- k) The Council shall have control over the finances of the Federation and shall authorize or ratify all expenditure.
- l) The Council shall in addition to the duties and powers specifically prescribed in the Constitution, be responsible for the management of the Federation.
- m) The Council shall have the authority to decide and determine any matter not provided for by the rules of the Federation and shall have the authority to make subsidiary byelaws and rules or any amendments to the rules of the Federation which it may think necessary by reason of changes in the rules of The Federation Internationale De Gymnastique (F.I.G.), and such decision shall be binding unless and until reversed by the Federation at its next general meeting.
- n) Fix dates and venues for national and international meetings and events.
- o) To elect a Hon. Medical Officer who shall be the adviser of the Federation in matters of medical opinion appertaining to the Federation only.
- p) To elect a Hon. Legal Adviser who shall be the adviser to the Federation in matters of law and legal opinion only.
- q) To elect the Committees as provided for in these rules.
- r) The decisions of the council shall take immediate effect and its instructions shall be promptly acted upon by each member of the Federation.
- s) The Council shall have general superintendence over the work of all committees.
- t) The Council of the Federation should put out a Mission Statement and review its goals annually. Without interfering with the internal running of clubs, The Federation must stand for fairness, preservation of dignity and opportunity for all its members. Council shall have the right to meet if matters of concern require such meetings.

u) **DISCIPLINARY POWERS**

The Council shall have the power to fine (up to a maximum of \$5,000.00), suspend or expel any member guilty of conduct which, in the opinion of the council is prejudicial to the interest or reputation of the Federation or which constitutes a breach of the Constitution or the rules of the Federation or misconduct in any other form.

In particular the implication, charge or conviction of any member or potential member relating to any offence against children or minors (including but not confined to offences of a sexual nature), or other serious criminal offences (such as fraud, theft, criminal damage, offences against the person or drug related offences) shall be grounds for suspension from membership in the first instance, and where appropriate, after disciplinary proceedings, expulsion.

In addition, the Council shall have power to suspend or expel a member club if in the opinion of the Council, the degree of participation by the club in the activities of the Federation with the preceding two (2) years does not justify its continued membership of The Federation.

ARTICLE 8

COMMITTEES:

MANDATORY:

1. A Women's Artistic Gymnastics Committee (WAG)
A Men's Artistic Gymnastics Committee (MAG)
2. A Gymnastics For All Committee (GFA)
3. A Rhythmic Gymnastics Committee (RG)
4. The Club Head Body
5. The Coaching Body

OPTIONAL:

6. A Ways and Means Committee
7. A Disciplinary Committee
8. A Public Relations Committee
9. A Gymnastics Facilities Committee
10. An Aerobic Gymnastics Committee
11. Special Committees

In addition to the ex-officio members, representatives from each of the foregoing committees shall comprise of representatives from each of the official bodies whose representative(s) to Council shall be elected by the Body.

Each Committee shall elect a Chairperson from amongst its own members.

All actions and decisions taken by all Committees are subject to the sanction and approval of Council.

1. THE ARTISTIC COMMITTEES:

The duties of the Artistic Committees shall be to advise and confer with Council on all matters, recommendations and methods of improving the standard of artistic gymnastics and to maintain and keep up to date all gymnastic achievements both local and international.

- a. Recommend and conduct (if applicable) courses for gymnasts, coaches and judges.
- b. Recommend and compose (if applicable) compulsory routines for all levels and on all pieces of apparatus for both men and women
- c. Appoint sub-committees for the organization and running of all national artistic gymnastics competitions and championships for all levels as outlined by The Federation.
- d. Recommend the appointment of team officials for international and other representative meetings.
- e. To compile a list of "Monitors" for official programmes. A "Monitor" is a person deemed knowledgeable to be used as a reliable reference.
- f. Deal generally with all matters referred to them by the Council of The Federation.

2. GYMNASTICS FOR ALL COMMITTEE:

The General Gymnastic Committee shall be responsible for the organizing and conducting of all general gymnastics programmes that come under the jurisdiction of The Federation, and shall include: basic educational gymnastics, trampoline, recreational gymnastics and aerobatics, tumbling gymnastics OR any other programs as defined by the FIG.

- a. Recommend and conduct (if applicable) courses for gymnasts, coaches and judges.
- b. Recommend and choreograph (if applicable) displays/performances for all recreational athletes using all pieces of apparatus (ART/RG or any other) and music.
- c. Appoint sub-committees for the organization and running of all national GfA events, and for participation at international events as outlined by The Federation.
- d. Recommend the appointment of officials for international and other representative meetings.
- e. To compile a list of "Monitors" for official programmes. A "Monitor" is a person deemed knowledgeable to be used as a reliable reference.
- f. Deal generally with all matters referred to them by the Council of The Federation.

3. RHYTHMIC GYMNASTICS COMMITTEE:

The Rhythmic Gymnastics Committee shall be responsible for planning, preparing and organizing all Rhythmic events that come under the jurisdiction of The Federation.

- a. Recommend and conduct (if applicable) courses for gymnasts, coaches and judges.
- b. Recommend and choreograph (if applicable) displays/performances/routines for all athletes using all pieces of apparatus and music.
- c. Appoint sub-committees for the organization and running of all national events, and for participation at international events as outlined by The Federation.
- d. Recommend the appointment of officials for international and other representative meetings.
- e. To compile a list of "Monitors" for official programmes. A "Monitor" is a person deemed knowledgeable to be used as a reliable reference.
- f. Deal generally with all matters referred to them by the Council of The Federation.

4. THE CLUB HEAD BODY

There shall be established from the club membership of the Federation a club head body which shall have an elected chairperson, secretary and treasurer.

The purpose of this body would shall be to make recommendations to the Council on matters pertaining to clubs, such as training, certification, standards, competition and discipline, and to implement recommendations formulated by or approved by the Council.

The club head body shall seek to uplift and develop the club membership of the Federation, with the guidance and approval of the Council; in furtherance of the development of amateur gymnastics and the objectives of the Federation, in accordance with the TTGF Constitution and its Bye Laws to include Guidelines for Registered Clubs and the Standards of Conduct for Members.

The delegate(s) to Council from this body shall enjoy the same voting rights as other members of Council at Council and at general meetings.

5. THE COACHING BODY

There shall be established from the coaching membership of the Federation a coaching body which shall have an elected chairperson, secretary and treasurer.

The purpose of this body shall be to make recommendations to the Council on matters of coaching, such as education, training, certification, standards, competition and discipline, to implement recommendations formulated by or approved by the Council, and to communicate same to its membership.

The coaching body shall seek to uplift and develop the coaching membership of the Federation with the guidance and approval of the Council, in furtherance of the development of amateur gymnastics and the objectives of the Federation, and in accordance with the TTGF Constitution and its Bye Laws to include Coaches Code of Ethics and the Standards of Conduct for Members.

The delegate(s) to Council from this body shall enjoy the same voting rights as other members of Council at Council and at general meetings.

6. THE WAYS AND MEANS COMMITTEE:

The ways and Means Committee shall be responsible for raising funds for The Federation by such means as may be approved by the Council, and shall be chaired by the Public Relations Officer.

7. THE DISCIPLINARY COMMITTEE:

INFRINGEMENTS BY MEMBERS

A Disciplinary Committee comprising 7 persons shall be appointed by the Council:

- The President
- The General Secretary
- Club Head Representative: *(appointed by Club Head Body)*
- (1) Coaching Body Representative: *(appointed by Coaching Body)*
- A Legal Representative
- A Qualified and Experienced Councilor or Mediator
- (1) TTGF Trustee

The appointed members of this committee shall serve for a term of two (2) years and can be reappointed upon completion of each term. A quorum of 5 members shall convene a meeting.

The Disciplinary Committee shall preside over any matter referred by the Council relating to the discipline of the membership as it relates to the standards of conduct and ethics, the compliance with the rules and regulations applicable to the membership and the effective operations of the Federation. All matters of discipline shall be conducted with due regard to the general principles of fairness and the rules of natural justice.

Any member found to be guilty of an infraction to the rules shall be notified in writing by the President outlining the infraction and the recommendation by the Disciplinary Committee.

Disciplinary action can take the form of:

- i. Written Apology
- ii. Written Warning
- iii. Fine (Maximum \$5,000.00)
- iv. Suspension of Membership
- v. Termination of Membership

Any member under suspension shall not hold office or participate in any TTGF sanctioned or related activity for the duration of his/her suspension.

COMPETITION DISPUTES

- (i) The Disciplinary Committee shall hear and determine all protests of Gymnasts or athletes, and clubs against alleged and misinterpretation of the rules of the Federation governing any particular competition or championship or event. Any such protest shall be lodged orally at the time of the event with the Head Judge or Official and confirmed in writing to the Disciplinary Committee within five (5) days of the event.
- (ii) Such protest shall be heard within twenty-one (21) days after the same shall have been lodged. Seven (7) clear days notice in writing must be given to the principal persons interested. After a protest has been decided by the Disciplinary Committee, it shall within five (5) days thereafter give written notification of the decision of all parties concerned.
- (iii) If no decision is reached by the Disciplinary Committee within twenty-one (21) days after a matter is referred to it or if a party is aggrieved at the decision of the Disciplinary Committee, an appeal may be made to the Council of the Federation which shall hear the appeal and have power to call upon all parties concerned to attend and testify before it. The Disciplinary Committee shall have power to recommend to the Council the manner in which any gymnast or club found by the Disciplinary Committee to be guilty of an infringement of the rules of The Federation may be punished but the final decision in this behalf shall be taken by the Council under the power in that behalf herein contained.
- (iv) No person undergoing a sentence of suspension or disqualification may participate in any TTGF sanctioned event (to include competitions, meetings and galas).

8. THE PUBLIC RELATIONS COMMITTEE:

The duties of the Public Relations Committee shall be as follows:

1. To advise the Council on all matters with regards to public relations and to arrange prompt press releases in respect of The Federation's activities.
2. To publish an annual diary of events, which shall be circulated among the media and all relevant authorities.
3. To promote the activities and interest and improve the image of the Federation.

PUBLIC RELATIONS OFFICER:

The Public Relations Officer shall advise the Council on all matters with regards to public relations, communicate with the media, and other entities as appropriate and arrange prompt press releases in respect of the Federation's activities. His duties shall include the publication and dissemination of an annual diary of events, and periodical newsletters which shall be circulated among the media and the membership and affiliations of the Federation as appropriate in promotion of the image, objectives activities and interests of the Federation.

9. THE GYMNASTICS FACILITIES COMMITTEE:

The duties of the Gymnastic Facilities Committee shall be as follows:

- (i) To maintain active liaison through TTGF with the relevant Government Ministry responsible for Sport and to procure the provision for suitable gymnastic equipment and facilities for training of amateur gymnastics.
- (ii) To stimulate public opinion in favour of providing proper gymnastic equipment and facilities.
- (iii) To disseminate information in relation to gymnastics and its equipment and facilities.
- (iv) To correct, sort out and distribute scientific information relating to gymnastics and training and to advise the Council of the Federation on all matters relating to gymnastic equipment and facilities.

10. AEROBIC GYMNASTICS COMMITTEE:

The Aerobic Gymnastics (AER) Committee duties shall be as per the duties of The Artistic Committee but pertaining to Aerobic Gymnastics.

The duties of the AER Committee shall be to advise the Council on all matters, and, to maintain and keep up to date all Aerobic Gymnastics achievements both local and international. All actions must be done with the approval of Council. Recommendations and methods of promoting and improving the standard of Aerobic Gymnastics

- (i) Recommend and conduct (if applicable) courses for AER gymnasts/athletes, coaches and judges.
- (ii) Recommend and compose (if applicable) compulsory routines for all levels and on all pieces of apparatus for both men and women.
- (iii) Appoint sub-committees for the organization and running of all national AER competitions and championships for all levels as outlined by The Federation.
- (iv) Recommend the appointment of team officials for international and other representative meetings.
- (v) To compile a list of "Monitors" for official programmes. A "Monitor" is a person deemed knowledgeable to be used as a reliable reference.
- (vi) Deal generally with all matters referred to them by the Council of The Federation.

11. SPECIAL COMMITTEES:

Special Committees may be appointed by the Council to consider and report on any matter referred to such Committee by the Council.

ARTICLE 9

FINANCES:

In addition to the registration and other fees payable hereunder by members of the Federation, the Federation shall diligently seek appropriate government and private sector financial support by way of subvention, contribution, sponsorship and scholarship in support of the aims and objectives of the Federation, and also undertake appropriate fund-raising in this regard.

All club members and other members are required to support any fund raising activity initiated by the Federation.

ARTICLE 10

TRUSTEES:

- a) There shall be two (2) trustees who shall be appointed by the Federation in general meeting and shall hold office until removed by the Federation in general meeting or shall resign in writing.
- b) If a vacancy is created in the position of a trustee, the Council shall appoint a member to fill the vacancy until the next Annual General Meeting.
- c) No person shall be a trustee who is under eighteen (18) years of age, neither shall The Secretary, Treasurer, or Auditor of The Federation be a trustee of The Federation.
- d) So much of the funds of The Federation as shall with the consent of the Council, be deposited by the trustees, for the time being for The Federation on fixed deposit, or placed in such investments as may be prescribed by The Trustee Act of the Laws of Trinidad and Tobago or any Statutory modification thereof for the time being in force.

ARTICLE 11

GENERAL MEETINGS:

DELEGATES

a) Each Club shall be entitled to nominate two (2) delegates to attend all General Meetings. Such nominations must be made in writing and submitted to The Secretary before the General Meeting. All nominations for elected official posts in the Federation must be sent to the Secretary at least four (4) weeks before the Annual General Meeting, so that resumes can be sent to the electorate before the Annual General Meeting.

(i) In order to be eligible to vote at a General Meeting or AGM: A club or member who renews TTGF membership after 31st October, will not be eligible to vote in that financial year.

b) All nominated Delegates as per Article 11— Section A must be members of the Federation in order to vote.

c) **Only** delegates, including the delegate(s) of the Coaching Body and the Club Head Body, elected officers, and Chairmen of all standing committees shall have the right to vote at General Meetings. Individual members of The Federation shall be entitled only to attend and speak at General Meetings.

d) At all General Meetings, the chair shall be taken by The President or in his absence, The Vice President. In the absence of the President and Vice President, the officers and delegates present shall elect one of their members to preside.

ANNUAL GENERAL MEETING:

(a) The Financial Year End of the Federation will now be 31st August and the Annual General Meeting shall be held two (2) to three (3) months after the year end, or as soon as possible thereafter in each and every year at such time and place as may be designated by Council. Notice of motions from members must be sent to The Secretary at least four (4) weeks before the Annual General meeting. The Secretary must give at least fourteen (14) clear days notice to all member clubs and officers and such notice must be accompanied by the Agenda and a copy of the Financial Audit for the previous financial year ending 31st August.

(b) The business of the Annual General Meeting shall include the following:

- (i) The President's Report
- (ii) The Secretary's Report
- (iii) The Financial Statement from The Treasurer
- (iv) The consideration of Motions, notice of which has been given in accordance with this Constitution.
- (v) The election of Officers if due.
- (vi) The appointment of Auditors (2 if necessary)
- (vii) The appointment of Trustees (if necessary)

(c) QUORUM

At least 60% of the officers and delegates entitled to attend the meeting shall form a quorum at the Annual General Meeting.

(d) METHOD OF VOTE

The election of Officers shall be by ballot. All other questions shall be decided by a show of hands unless a ballot is requested by at least three (3) persons present entitled to vote.

(e) VOTING:

In the case where one person represents more than one Body or Committee, this person shall have only one vote on any issue. Nominees for elected Positions on Council who are not standing members of Council or Club/Coaching Body or Committee delegates will not be entitled to vote.

(f) PROXY VOTE:

Only Elected Officers may elect a proxy to vote in his/her absence for that specific meeting and this must be in writing 24 hours prior to the Annual or Special General Meeting, except in the case of emergency. The proxy must be another Elected Officer.

Any delegate entitled to vote may elect a proxy to vote in his/her absence only in the case of an emergency. Notification of the Proxy and the nature of the emergency must be given to the General Secretary for the Annual or Special General Meeting. The proxy must be a registered member of the Federation in good standing.

(g) ABSENCE OF AGM

If in any circumstances the Annual General Meeting does not take place as due, the incumbent Council shall hold office until such time as the Annual General Meeting is convened and shall conduct the business of the Federation accordingly. Provided that urgent steps are taken to convene same as soon as practicable (period not to exceed three (3) months).

(h) PROCEDURES FOR HANDOVER

Starting seven (7) days after the AGM and in a period not exceeding thirty (30) days thereafter; officers and representatives of the outgoing Council shall take all required steps to handover all files, documentation and information relating to the conduct of the business of the Federation in a timely and efficient manner so as to facilitate the continued transaction of the Council's business. No member of the outgoing council shall effect financial or other transactions; or correspondence without prior consent of the incoming council. The Immediate Past President is charged with the duty of ensuring the efficiency of the transition, if any.

SPECIAL GENERAL MEETING:

- (a) A Special General Meeting of The Federation may be convened at the request of at least five (5) members of the Council. The request for this meeting must be given in writing to The Secretary, stating in the form of a resolution the business to be transacted thereat. The Secretary shall then cause such a special General Meeting to be held within four (4) weeks of receiving the request giving two (2) weeks notice of such meeting to each member club and officer of The Federation. The notice shall contain the resolution to be proposed and no other matter shall be dealt with at such meeting.
- (b) At least four (4) members of the Council shall form a quorum at a Special General Meeting.
- (c) Refer to Article 7(d) - Quorum Rules shall apply to special General Meetings.

ARTICLE 12

ALTERATION OF RULES:

This Constitution may be repealed, amended, or replaced by The Federation at the Annual General Meeting or a Special General Meeting provided, however that due notice of such Resolution has been given in accordance with this Constitution and provided further that such Resolution shall be carried by not less than two-thirds (2/3) majority of those present and entitled to vote.

Any question as to the interpretation of any of these provisions, or of any definition contained therein, or any bye-laws, codes or policies made thereunder shall be referred to the Council whose decision shall be final.

ARTICLE 13

BYE LAWS:

The Council shall have the power to make such Bye-Laws and Regulations deemed necessary to the smooth running of The Federation.

ARTICLE 14

WINDING UP:

If there is a winding up or dissolution of the body, after all the debts and liabilities of the Federation have been met, then any assets remaining are to be transferred to another Sporting Body which has been approved as a Charitable Body by the President with aims and objects similar to those of the Federation.

PASSED THIS	10 th day of January 2009
Revised this	29 th day of January 2011
Revised this	21 st day of August 2012
Revised this	19 th day of December 2013
Revised this	3 rd day of November 2014

The President

The General Secretary

APPENDIX

SCHEDULE OF BYE-LAWS, CODES AND POLICIES.

- 1) Standards of Conduct For Members**
- 2) Registered Club Regulations**
- 3) Child Protection Policy**
- 4) Coaches Code of Ethics**
- 5) Code of Conduct for Competitions**
- 6) Child Protection in Sport Unit “ Standards for Safeguarding and Protecting Children in Sport”**
- 7) Standards of Conduct for Meetings**