

# CONSTITUTION

## OF THE

### DOMINICA AMATEUR ATHLETIC ASSOCIATION

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#### **Rule 1: NAME**

The name of the Association hereinafter constituted shall be the “Dominica Amateur Athletic Association” (hereinafter called “the association”).

#### **Rule 2: HEADQUARTERS**

The headquarters of the Association shall be situated at such places as the Executive committee may from time to time consider convenient.

#### **Rule 3: INTERPRETATION**

- (a) In this constitution, unless the context otherwise requires “these rules” shall mean the Constitution of the Association for the time being in force.
- (b) “The Regulations” shall mean the regulations for the management of the Association.
- (c) “Athletics” shall mean track and field athletics, road running, walking and cross-country.
- (d) “Athletic meeting” shall mean competition at which track and field athletics, road running, walking and/or cross-country are contested.
- (e) “I.A.A.F.” shall mean the International Association of Athletic Federations.  
“C.A.C.A.C.” shall mean the Central America and Caribbean Athletic Confederation.
- (f) “D.O.C.” shall mean the Dominica Olympic Committee
- (g) “Month” shall mean calendar month
- (h) “Members shall include any person coming under any of the categories of membership under rule 7.
- (i) “The Executive Committee” shall have the meaning assigned to it by rule 12.1.

- (j) "Writing" shall include print and typewriting in the nature of print or writing.
- (k) Clubs shall include organization.
- (l) "Schools" shall include colleges and universities
- (m) "Registered Athletes" shall mean any athlete who is registered with the association.
- (n) "Financial Year" shall mean the period between the 1<sup>st</sup> day of October and the 30<sup>th</sup> day of September in any year or such other period as may be determined by the Annual General Meeting of the Association.
- (o) "General Meeting" shall include special General Meetings as well as Annual General Meetings.
- (p) Words importing the masculine gender shall include the feminine gender.

## **Rule 4: OBJECTS**

### **4.1: Main Objects**

The objects of the Association shall be:

- (a) To assist in the development of, and to encourage, manage and control amateur athletics in Dominica without any discrimination on racial, religious or political grounds.
- (b) To ensure that the conduct of amateur athletics in Dominica shall be governed by standards, regulations and rules laid down by the I.A.A.F;
- (c) To integrate athletic activities in and among all communities in Dominica, to promote and conduct athletic meetings in Dominica, and to work with other associations affiliated to the I.A.A.F. in promoting, and controlling athletics.
- (d) To make regulations for the establishment of National and such other athletic records in Dominica as may be agreed upon by the Associations.
- (e) To ensure that athletics plays its role as a sport in the educational and cultural advancement of all citizens and residents of Dominica
- (f) To control the selection and preparation of athletes for participation in regional and international athletic meetings
- (g) To assist and co-operate with any body or organization desirous of holding athletics meetings in Dominica.

#### **4. 2: Incidental Objects**

The association shall:

- (a) Take such steps by public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in form of donations, annual subscription, covenants by persons for annual payment or otherwise.
- (b) Subscribe to any local or other charities and grant donations for any public purpose and assist ant athletics of the Association in preparing for athletic competitions.
- (c) Establish, support and aid in the establishment and support, if any formed, committees and associations formed for the promotion of any of the objects of this association.
- (d) Print and publish information via internet (website), newspaper, periodicals, books or leaflets that it may think desirable for the promotion of its objects.
- (e) Borrow and raise money for the purpose of the Association in such manner as it think fit and may seek consensus from the Membership to invest any moneys of the Association not immediately required for its objects in such manner as may from time to time be determined.
- (f) Do all such other things incidental or necessary to the promotion of the objects of the Association.

#### **Rule 5: AFFILIATION**

The association shall be affiliated to:

- (a) The I.A.A.F.
- (b) N.A.C.A.C
- (c) The C.A.C.A.C.
- (d) The D.O.C
- (e) Such other national, regional or international bodies as approved by the executive

#### **Rule 6: PATRON**

The Association may have a patron who, on appointment, will automatically become an Honorary Member of the Association.

## **Rule 7: MEMBERSHIP**

### **7.1 (a) The Association shall consist of the following categories of membership:**

- (i) Ordinary Individual members
  - (ii) Member clubs
  - (iii) Member schools
  - (iv) Honorary members
  - (v) Life members
  - (vi) Honorary Life Vice-President
- (b) Every application for membership except that of Life Vice-President shall be in writing and in such other form as the Executive Committee may from time to time prescribe or approve.
- (c) Any application for membership received subsequent to the notification of the Annual General Meeting, as prescribed by Rule 13.1 of this constitution, shall not be entitled to vote at the Annual General Meeting occurring in that calendar year.
- (d) All applicants for membership shall receive written acknowledgement of their application from the Honorary Secretary within two weeks (14 days) of receipt of application form and corresponding fees.
- (e) Further, all applicants shall receive notification of determination of their application for membership within two months (60 days) of receipt of their application form and corresponding fees.
- (f) Once accepted such applicant's subscription shall become due and payable.

### **7.2. Ordinary Individual Members**

- (a) Individual Members shall be such persons not less than fifteen (15) years of age who shall have been admitted to membership of the Association by the Executive Committee and shall have paid the appropriate entrance fee and first year's subscription. They shall be entitled to attend all general meetings of the association and to speak and to vote thereat.
- (b) Any individual who has represented Dominica at International or Regional meetings sanctioned by the Association.
- (c) Any Individual resident in Dominica to whom has been issued a National coaching certification, IAAF coaching certification, IAAF Technical Official certification, who holds a Physical Education degree, or has been issued coaching certification acceptable to the Association.
- (d) Any individual resident in Dominica who possess special skill or skills and who has demonstrated interested by actively participating in activities directly related to the promotion and development of track and field "athletics"

**7.3: Member Clubs**

Clubs shall apply for membership of the Association in writing to the Honorary Secretary and must satisfy the Executive Committee that they are properly constituted bodies. Such member clubs shall each be represented at General Meetings by two delegates, each of whom shall be eligible to vote. They shall pay the appropriate subscription as provided therein.

**7.4: Member School**

Any school, college or university shall apply for membership of the Association upon written application made to the Honorary Secretary and signed by its Games Master, Sport Officer or Headmaster and shall pay the appropriate subscription as provided herein. Each member school shall be represented at General Meetings by two delegates, each of whom shall be eligible to vote.

**7.5: Honorary Members**

- (a) The Executive Committee may from time to time elect any person or persons to Honorary Membership of the Association at a Meeting of which not less than two third of the members are present and able to vote. Nomination of Honorary Membership shall be made in writing to the Honorary Secretary stating reasons for the nomination and signed by a proposer and seconder, who shall both be members of the Association.
- (b) Where the Executive Committee has failed to elect a person nominated for Honorary Membership in the manner referred to under subsection (a) of this rule, his election may be referred to a General Meeting at which Meeting he shall declared duly elected upon obtaining a two thirds majority of the votes of the members present and voting.
- (c) Honorary Members shall be entitled to attend and speak at all General Meetings of the Association but shall not be allowed to vote or to hold Office.
- (d) There shall not at any time be more than ten (10) Honorary Members.
- (e) Notwithstanding sub-section (d) of this clause, the Association shall appoint a doctor, a lawyer, and a surveyor who shall be honorary members.

**7.6: Life Members**

Any ordinary individual member who shall compound his annual subscription by payment to the Association of a sum equal to twelve (12) years subscription (or such other sum as the Association in General Meeting may decide) shall become of such sum as may from time to time be decided by the Association in General meeting, become a life member of the Association.

**7.7: Honorary Life Vice-President**

**7.7.1:** Any person may become a Life Vice-President of the Association in consideration of his outstanding services to amateur athletics in Dominica in general and to the Association in particular, provided that:

- (a) He shall have served the Association in the capacity of President or Vice-President;
- (b) He shall have been first recommended by the majority of members present and voting at a meeting of the Executive Committee and shall be elected by a simple majority of members present and voting at a General Meeting.

**7.7.2:** Life Vice-President shall not be required to pay fees and subscription to the Association and shall enjoy all the rights and privileges of ordinary individual members.

**Rule 8: RESIGNATION OF MEMBERS**

Any member who shall desire to resign from membership of the Association shall signify such desire in writing to the Honorary Secretary and after payment of all outstanding subscription and dues, his names shall be removed from the register and he shall be deemed to have thereupon retired.

**Rule 9: SUBSCRIPTION**

**9.1: Entrance fee for members of the Association shall be as follows:**

- (a) Individuals Members the sum of twenty dollars (EC\$20.00)
- (b) Member Clubs the sum of one hundred dollars (EC\$100.00)
- (c) Member Schools the sum of one hundred dollars (EC\$100.00)

**9.2: The annual subscription shall be as follows:**

- (a) Individual Members the sum of fifty dollars (EC\$50.00)
- (b) Member Clubs; the sum of two hundred and fifty dollars (EC\$250.00), where the membership does not exceed 25 athletes. Where the membership exceeds 25, the cost for each additional athlete will be EC\$10.00
- (c) Member Schools; the sum of two hundred and fifty dollars (EC\$250.00)

**9.3:** All subscriptions shall become due on the first day of October in each year and any member whose subscription is unpaid on the date shall not be entitled to any of the privileges of the Association.

**9.4:** If any member fails to pay his subscriptions for any year within the three (3) months of the same becoming due, the Honorary Treasurer shall notify him in writing of this fact and if any such member fails to pay his subscriptions within three (3) months after receiving such written notification he shall... facto cease to be member of the Association but shall be eligible for re-admission upon payment of all arrears and subscription due from him to the Association.

## **Rule 10: TRUSTEES**

(a) There shall be three (3) trustees of the Association who shall be the President, the Honorary Secretary and the Honorary Treasurer for the time being of the Association.

(b) All freehold, leasehold and personal property of the Association shall be vested in the Trustees for the time being the Association PROVIDED ALWAYS that no part of the property of the Association shall be sold, assigned transferred, conveyed or otherwise disposed of without the prior authority of the Executive Committee.

## **Rule 11: OFFICERS**

**11.1: The officers of the executive committee shall be:**

A President  
A Vice-President  
An Honorary Secretary  
An Honorary Assistant Secretary  
An Honorary Treasurer  
A Public Relations Officer

**11.2: Members of the Association eligible to hold office shall be:**

- a) Life Members
- b) Ordinary Individual Members
- c) Delegates from member clubs
- d) Delegates from member schools

They shall be elected at Annual General Meetings of the Association and shall hold office for two years or until successors shall have been duly elected in their stead. They shall have the right to vote on any matter at all meetings of the Association.

### **11.3: Duties of Officers**

- (a) The President shall be the Chief Executive Officer of the Association and shall be responsible for the overall functioning of the Association as he thinks fit. He shall preside as Chairman at all General Meetings and Meetings of the Executive Committee.
- (b) The Vice-President shall assist the President in the functioning of the Association. In the absence of the President he shall assume the duties of the President. He shall perform such other duties as may be assigned from time to time.
- (c) The Honorary Secretary shall be the custodian of the official books and records of the Association. He shall give notice to the members of all General Meeting, Executive Committee Meetings, attend thereat and keep a permanent record of the Minutes of all such meetings. He shall perform such other secretarial duties as may be assigned to him by the President and/or the Executive Committee.
- (d) The Assistant Secretary/Treasurer shall assist the Secretary and Treasurer in the execution of their duties and shall perform such other duties as may be assigned to him by the President and/or the Executive Committee.
- (e) The Treasurer shall keep the books of Account of the Association in a manner approved by the Executive Committee. He shall be responsible for the collection of fees and subscription of the Association at the directions of the Executive Committee. He shall prepare annual financial statement of the receipt and expenditure of the Association and for presentation at the Annual General Meeting of the Association.
- (f) The Public Relations Officer shall be responsible for disseminating information to the public and for maintaining the public image of the Association.

## **Rule 12: MANAGEMENT**

**The Management of the Association shall be vested in an Executive Committee.**

- 12.1:** The Executive Committee shall comprise the officers of the Association plus four (4) additional members, who shall hold the office for one (1) year, and shall be elected as follows:

Within four (4) weeks of the Annual General Meeting, the officers shall summon separate meetings with the following groups:

- (a) All member Clubs
- (b) All member schools
- (c) All registered female athletes
- (d) All registered male athletes

At such meetings each group, under the supervision of the officers, shall elect a representative from among themselves who shall serve as a member of the Executive Committee until the following Annual General Meeting.

**12.2:** The Executive Committee shall be responsible for the general management of the affairs of the association and shall ensure that all affiliated members conduct their activities in accordance with the rules and regulations of the Association.

**12.3:** The Executive Committee shall have the following special powers and duties:

- (a) To make such regulations relating to the constitution.
- (b) To act in its discretion in the case of any matters in which the constitution is silent.
- (c) To take any steps to prevent infringement of the rule of the Association.
- (d) To fill any vacancy which may arise on the Executive Committee from time to time.
- (e) The Executive Committee shall have absolute control over all the affairs and property of the Association as they see fit except as otherwise provided by this Constitution.
- (f) The Executive Committee may delegate any of its duties to a sub-committee of the Association.
- (g) The Executive Committee shall be responsible to the general membership.

**12.4: Sub-Committees**

Sub-Committees may be selected at meetings of the Executive Committee. In addition the President may appoint any committee or committees when considered necessary. Any person or persons selected or appointed on a sub-committee may be removed in the same manner in which he or they selected or appointed.

## **12.5 Disciplinary Committee**

- 12.5.1:** (a) The Executive Committee may appoint a Disciplinary Committee to deal with all matters relating to the disciplining of members affiliated to the Association. This committee will be comprised of impartial members in order to guarantee a fair hearing.
- (b) The Disciplinary Committee shall comprise not less than three (3) members. Any person may through the Honorary Secretary or President refer a case to the Disciplinary Committee.
- (c) The Disciplinary Committee shall have the power to hold inquiries into charges and complaints against members and to take whatever disciplinary measures it considers necessary or appropriate. In particular the Committee may suspend, fine (an amount not exceeding twenty-five dollars EC\$25.00) or expel any member found guilty of conduct which would in any way undermine the objectives of the Association.
- (d) No decision of the Disciplinary Committee may be made against a member unless that member shall have been given an opportunity to defend the charge or charges laid against him. Such member reserves the right to present evidence, call and question witnesses, be represented by legal counsel and an interpreter if necessary (at the member's expense)
- (e) Any sentence passed by the Disciplinary Committee on a member of the Association must be communicated to that member by the Secretary of the Disciplinary Committee by a notice in writing of the decision of the Committee at least forty-eight hours after the sentence was passed and any member who fails to comply with such decision may be suspended indefinitely.
- (f) Any member who is disciplined by the Disciplinary Committee has the right to appeal within fifteen (15) days of the decision to the Executive Committee whose decision shall be final.
- (g) In cases where disputes are not of a disciplinary nature, and relevant Committee shall convene as an arbitration panel.
- 12.5.2:** Any dispute between the IAAF and the DAAA will be referred to the IAAF Council. The council will determine the procedure for the adjudication of the dispute depending on the circumstance of the case in question.
- 12.5.3** Any dispute between the DAAA and another member will be referred to the IAAF Council. The council will determine the procedure for the adjudication of the dispute depending on the circumstance of the case in question.

## **Rule 13: MEETINGS**

### **13.1: Annual General Meeting**

- (a) The Annual General Meeting of the Association shall be held not later than the 31<sup>st</sup> day of December in each at such place and time as may be determined by the Executive Committee.
- (b) Notice in writing specifying the Agenda, time and place of such Meeting shall be given to each member at least fourteen (14) days before the date of each meeting.
- (c) The business to be transacted at the Annual General Meeting shall follow the following agenda:
  - (i) Minutes of the previous Annual General Meeting
  - (ii) Matters arising out of Minutes
  - (iii) The consideration and adoption of the Annual Report of the President on the activities and affairs of the Association.
  - (iv) The consideration and adoption of Treasurer's Audited financial statements.
  - (v) The election of officers according to the provisions of the constitution.
  - (vi) The appointment of an Auditor.
  - (vii) Consideration of Motions and Resolution previously submitted.
  - (viii) Any other business.
- (d) Where the Annual General Meeting has not been held at the time herein provided, any ten (10) members may themselves constitute a meeting of the Association and may elect from their number a temporary chairman secretary for the purpose of arranging for the holding of the Annual General Meeting in accordance with the previous of these rules.
- (e) Any member desirous of having a motion or resolution placed on the Agenda for the Annual General shall submit the same in writing to the Honorary Secretary of the Association at least (30) days prior to the scheduled date of the Annual General Meeting.

### **13.2: Special General Meeting**

- (a) A special General Meeting may be convened by the Executive Committee whenever it thinks fit or may be convened on receipt of a writing request to do so signed by not less than five (5) members. The request in each case should state the purpose for which the meeting is to be summoned.
- (b) At least seven (7) clear days written notice of any such General Meetings of the Association specifying the date, place and time of the same shall be given to the members.

### **13.3: Quorum**

- (a) A quorum at General Meetings shall comprise one-third of financial membership of the Association ordinarily resident on the island. if after the expiration of 30 minutes from the time appointed for the meeting a quorum be not present then the meeting shall stand adjourned until the same day of the next week at the same time and place when the members then present shall form a quorum.
- (b) At least fifty percent (50%) of the members of any Committee entitled to vote and present in person shall be a quorum for the meeting of the particular committee and no business shall be transacted at any such meeting unless the quorum requisite be present.

### **Rule 14: NOTICES**

- (a) The Association may serve notice upon any member either personally or by advertisement in a local newspaper or radio, or by sending it through the post in a prepaid letter addressed to such member at his registered or last known place or abode in this island.
- (b) Any notice served by post shall be deemed to have been served at the time the letter containing the same would be delivered in the ordinary course of post and in providing such service it shall be sufficient to prove that the letter containing the notice was properly addressed and posted and that the postage was prepaid.
- (c) The accidental omission to give notice of any meeting to or the non-recipient of any such notice by any of the members shall not invalidate any resolution passed or any decision reached at any such meeting.

### **Rule 15: HOLDING OF ATHLETIC MEETINGS**

- (a) Any member wishing to promote an Athletic Meeting for recognition by the Association shall first obtain the approval in writing of the Association and shall not less than two (2) weeks prior to the holding of such meeting forward in writing to the Honorary Secretary of the Association the names of all officials of such meeting.
- (b) Every member holding an Athletic Meeting shall forward to the Honorary Secretary of the Association not more than fourteen (14) days after the date of the Meeting a marked copy of the programme showing the persons placed in each event (heats included) and actual times and distance.

- (c) If for any reason any member does not obtain the approval of the Association prior to the holding of an Athletic Meeting such approval may nevertheless be obtained after the holding of such meeting upon a written application made by such member and unanimous decision thereof by the Executive Committee.
- (d) The Executive Committee shall have the right to reject an application for the recognition of an Athletic Meeting on the decision of a two-thirds majority of its members present and voting a meeting of the Committee.
- (e) No Athletic Meeting held without the approval of the Association shall be deemed a recognised Meeting for any purpose whatsoever.

### **Rule 16: ATHLETIC RECORDS**

- (a) The Association shall declare records for Athletic events in Dominica and for such purpose be guided by the Rules for Records of the International Amateur Athletic Federation. Where necessary the Association may take its own rules in connection with claims for local Records.
- (b) A Register shall be kept by the Honorary Secretary or the Assistant Secretary for inspection by the member on giving twenty-four (24) hours in writing, showing the names of the athletes holding the athletic records of the Track and Field events.

### **Rule 17: ATHLETE REPRESENTATIVE**

- (a) Athletes may utilise the services of an Authorised Athlete Representative to assist in the planning, arranging and negotiation of the Athletes Program.
- (b) Authorisation for Athletic Representative shall be granted by the Dominica Amateur Athletic Association upon application.
- (c) No athlete shall be granted consent to use an Athlete's Representative and no Athlete Representative shall be authorised unless a written contract exists between the Athlete and the Representative which contains the minimum terms set out in the IAAF regulations concerning Federation/Athlete's Representation.
- (d) Any athlete who uses an unauthorised athlete representative will be subject to sanction by the association

## **Rule 18: ANTI-DOPING**

- (a) Doping is expressly forbidden and any athlete breaching IAAF Doping Rules 32 renders himself/herself ineligible to take part in competitions under the auspices of IAAF and the Dominica Amateur Athletic Association.
- (b) The Association shall work in conjunction with the IAAF and National and Regional Anti-doping commissions to ensure that doping control is carried out in accordance with Anti-doping Regulations and procedures as laid down in the IAAF competition rules.
- (c) All Athletes affiliated to the D.A.A.A or taking part in all athletic meetings sanctioned or organized by the DAAA or the IAAF, may be called on to submit to unannounced **in and out of competition testing and shall under normal circumstances not refuse.** All doping tests shall be done in accordance with IAAF guidelines and such results submitted to the IAAF on an annual basis.

## **Rule 19: INTERNATIONAL RELATIONSHIPS**

- (a) The Dominica Amateur Athletics Association is affiliated to the IAAF (and through the IAAF to the North American, Central American and Caribbean Athletic Association). The Dominica Amateur Athletics Association recognizes, accepts, applies, observes and abides by the current Constitution, Rules and Regulations of the IAAF and the North American, Central American and Caribbean Athletic Association, as well as any future amendments. This applies especially to the Anti Doping rules, the handling of disputes, and relations with Athletes' Representatives.
- (b) Any citizen of Dominica elected to the IAAF Council is de jure a member of the Council and/or Executive Body of the Dominica Amateur Athletics Association with full voting rights.

## **Rule 20: REGISTRATION OF ATHLETES**

- (a) Every Athlete who is desirous of participation in Athletic Competition held by the Association shall be issued with a numbered Certificate of Registration, stating that he is an Amateur Athlete and eligible to compete in Amateur Athletics.
- (b) Every application for registration by an Athlete must include the name; date of birth, address and nationality of the applicant and in the case of an affiliated Athlete the application must also include the signification of an Officer of the Club or School he intends to represent. NO affiliated Athlete can change his affiliation or compete unattached unless the Honorary Secretary is noticed in writing and three (3) months have elapsed since the date of such notification,

provided always that this permission shall not apply to an Athlete from an affiliated member school who change his school joins a member club upon leaving school.

### **Rule 21: PROHIBITIONS**

- (a) The Association shall be politically non-partisan and non-sectarian.
- (b) No portion of the income and/or property of the Association shall be paid or transferred directly or indirectly to any member of the Association for his personal profit, except by way of remuneration for services rendered to the Association outside of the scope of his out-of-pocket expenses incurred in the way service of the Association.

### **Rule 22: AMENDMENT**

The existing constitution may only be amended by a resolution supported by a two-thirds majority vote of those members of the Association present and entitled to vote at an Ordinary General Meeting, of which at least fourteen (14) days notice in writing of the proposed amendments have been given by the Honorary Secretary to all the members of the Association.

### **Rule 23: DISSOLUTION**

In the event of the dissolution of the Association if there remains after the satisfaction of all the debts and liabilities any money or property whatsoever the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other Institution, Society or Association having similar objects to the objects of the Association and which shall prohibit the distribution of its income and property among its members, such Institutions, Society and Association to be determined by the members of the Association in a General Meeting at or before the time of the dissolution or in default thereof by such Judge of a Supreme Court of Dominica as may have or acquired jurisdiction in the matter.

→ *Constitution amended at the DAAA Annual General Meeting, 12<sup>th</sup> March 2008*  
→ *DAAA Membership agreed to include Rule 19, 3<sup>rd</sup> June 2009*