

CONSTITUTION OF THE CARIBBEAN ASSOCIATION OF NATIONAL OLYMPIC COMMITTEES

1 NAME

1.1 The Name of the Organisation is the CARIBBEAN ASSOCIATION OF NATIONAL OLYMPIC COMMITTEES

1.2 The Caribbean Association of National Olympic Committees [hereinafter called “CANOC”] is a regional organization comprising National Olympic Committees, Commonwealth Games Associations and governing bodies of national sports organizations (not including governmental or political entities). It was established the 31st day of July 2003 and has as its principal objectives the celebration and conduct of the Caribbean Games and the promotion, development and protection of Sport as well as the Olympic Movement in the Caribbean through its member organizations.

2 VISION

2.1 Acknowledging the International Olympic Committee as the supreme authority of the Olympic Movement, to ensure the observance of the Olympic Charter.

2.2 CANOC is a model apex body for its members embodying the principles of Olympism enshrined in the Olympic Charter and contributing to the achievement of the goals set out therein.

3 DEFINITIONS

3.1 “CACSO” refers to the Central American & Caribbean Sports Organisation.

3.2 “CARIBBEAN” means all states, islands, territories within the geographic region embraced by the Caribbean Sea extending from the Bahamas in the north to Dutch Caribbean in the south and includes Belize, Bermuda, Curacao, Guyana and Suriname.

- 3.3** “CARIBBEAN GAMES” means the Biennial Carifta Sport Games and/or the Quadrennial Caribbean Games for Senior Athletes whether referred to jointly or individually and/or such other Games that may be sanctioned or endorsed by the General Assembly.
- 3.4** CARICOM is the economic body formed by Caribbean Countries who were signatories to the Treaty of Chaguaramas.
- 3.5** “CGA” means Commonwealth Games Association.
- 3.6** “CGF” means Commonwealth Games Federation.
- 3.7** “GENERAL ASSEMBLY” refers to a duly convened meeting of the Membership as disaggregated in Article 7
- 3.8** “IF” refers to the International Federations for all sports disciplines recognized by members and practised by Affiliates of such members.
- 3.9** “IOC” refers to the International Olympic Committee.
- 3.10** “NADO” means National Anti-Doping Organisation.
- 3.11** “NOC” means National Olympic Committee.
- 3.12** “OLYMPIC CHARTER” means the statement of Fundamental Principles and the roles, rules and the obligations of the members of the International Olympic Committee as developed and published from time to time by the International Olympic Committee.
- 3.13** “PASO” refers to the Pan American Sports Organisation.
- 3.14** “RADO” means Regional Anti-Doping Organisation
- 3.15** “WADA” refers to the World Anti-Doping Agency.

4 OBJECTS

4.1 To encourage and promote recognition of the International Olympic Committee (“IOC”), the Commonwealth Games Federation (“CGF”), the Pan American Sports Organisation (“PASO”), the Central American and Caribbean Sports Organisation (“CACSO”) and other sports confederations, organizations and institutions whose objectives and principles are consistent with good governance and best practices.

4.2 To promote the shared values of integrity, fair play, discipline, commitment to excellence, respect for gender equality and tolerance, to prohibit gambling in sport and the use in sport of performance enhancing drugs and other psychotropic substances in a manner consistent with the objectives of the World Anti-Doping Agency (WADA) and to support the work and uphold the objectives of each NADO and RADO established within the Caribbean Region.

4.3 To promote, encourage and assist sport, sport development and physical recreation throughout the Caribbean for the benefit of the nations and peoples of the Caribbean.

4.4 To provide a forum for the discussion and implementation of ideas and programmes for the development of sport, athletes, administrators, technical officials and other sports professionals.

4.5 To encourage specialisation in marketing, coaching, sports medicine, administration, facilities, sports management and technical aspects of sport.

- 4.6 To strengthen the bonds of friendship and solidarity among the peoples of the Caribbean
- 4.7 To actively encourage and facilitate the participation of the athletes of the Caribbean in competitive events sanctioned or endorsed by the General Assembly.
- 4.8 To provide leadership in the advocacy on behalf of members of CANOC at regional and international fora.
- 4.9 To invest and deploy the resources of CANOC in commercial and social pursuits which are aimed at maintaining the support for Caribbean sport by and among the peoples of the Caribbean.
- 4.10 To convene annually an assembly (“General Assembly”) of the Member Organisations for the purpose of promoting the development of sport throughout the Caribbean region.
- 4.11 To encourage and support the promotion of women in sport at all levels with a view to implementing the principle of equality of men and women.

5 LANGUAGE

- 5.1 The official language of CANOC shall be English.

6 HEADQUARTERS

- 6.1 The headquarters of CANOC shall be at such place as may be fixed from time to time by the General Assembly.

7 MEMBERSHIP

- 7.1** The members of the CANOC shall be:
- (a) **ORDINARY MEMBERS:** the National Olympic Committees (or where there is none, the Commonwealth Games Association) and the governing bodies of national sports organisations of the Caribbean.
 - (b) “ASSOCIATE MEMBERS” National Institutions, as prescribed by the By Laws, which have as their mandate the pursuit of research and or training in the fields of sport, sports medicine, education, science and technology and commerce.
 - (c) **IOC MEMBERS:** Individuals who are members of the IOC and resident in the country of an Ordinary or Member.

8 RIGHTS AND DUTIES OF MEMBERSHIP

- 8.1** All the members of CANOC shall have the same rights and duties except where otherwise stated.

Rights of Ordinary Members

- 8.2** Each Ordinary Member shall have the right:

- (a) to seek participation of its athletes and officials at all Games endorsed or sanctioned by CANOC;
- (b) to attend the meetings of General Assemblies;
- (c) to be represented at Ordinary and Extraordinary General Assemblies by a maximum of two (2) duly accredited delegates (a principal and an alternate);
- (d) to apply for the site of the Caribbean Games in accordance with the regulations pertaining thereto;
- (e) to apply for the site of Ordinary or Extraordinary General Assemblies and Executive Meetings;

- (f) to request advice and assistance from CANOC which might be useful for the resolution of sports related and/or organisational problems or disputes within its jurisdiction;
- (g) to propose matters to be placed on the Agenda for discussion by the Assemblies in accordance with the regulations governing such Assemblies;
- (h) to speak on all matters, subject to the directions of the Chair, and to vote on all matters and resolutions;

Obligations

Each Ordinary Member is obliged:

- 8.3**
- (a) to permit participation of its athletes and officials in the Caribbean Games;
 - (b) to manage its affairs and that of its members in such a manner as not to bring CANOC into disrepute;
 - (c) to disclose all commercial interests which are or may be in conflict with those of CANOC;
 - (d) to pay all dues and levies imposed by the General Assembly;
 - (e) to comply with and implement all decisions of the General Assembly;

Rights of Associate Memberships

8.4 Each Associate Member shall have the right to be represented at Ordinary and Extraordinary General Assemblies by a maximum of two (2) duly accredited delegates (a principal and an alternate).

8.5 IOC Members shall have the right to be present at Ordinary and Extraordinary General Assemblies and may speak on any matter on the invitation of the Chairman but shall not have the right to vote on any matter.

Suspension and Expulsion

- 8.6** (a) A Member which has not paid full contribution to CANOC shall be deemed non-financial. Such member shall not be barred from attending meetings or assemblies of CANOC, but shall not be permitted to nominate candidates for election to any post, or to speak or to vote or

to participate in the programmes and events of CANOC whether by its athletes, coaches or otherwise.

- (b) A Member which is non-financial for a continuous period of two (2) years may be suspended from membership by a majority vote of the General Assembly.
- (c) On a motion of the Executive, the General Assembly may expel a member from membership for breach of an obligation on a vote of not less than two thirds of members present and voting at a General Assembly
- (d) A Member which is expelled may be reinstated or re-admitted to membership upon the vote of not less than two thirds of the members present and voting at a General Assembly.
- (e) A suspended member may have its suspension lifted upon the vote of a simple majority of members present and voting at a General Assembly.

9 ADMINISTRATION

9.1 The organs of CANOC are:

- a)** The General Assembly which shall be the Supreme Authority;
- b)** The Executive Committee;
- c)** The Secretariat.
- d)** The Nominations Commission

10 THE ASSEMBLIES

10.1 The General Assembly shall meet annually so that in the year of the celebration of the Caribbean Games, the General Assembly shall be held in the host city on the occasion of the Caribbean Games.

- 10.2** An Extraordinary General Assembly shall be convened:
- a) on the initiative of the Executive Committee, or
 - b) at the written request of not less than one-third of the members, within 6 weeks of the receipt by the Secretariat of the request.
- 10.3** Subject to the provisions of Article 10.9 notice of each Assembly shall be given in writing or by electronic means no less than four (4) weeks prior to the date scheduled for such Assembly.
- 10.4** A quorum shall consist of delegates of not less than fifty-one percent (51%) of the Ordinary members. Where a quorum is not present one (1) hour after the scheduled start of an Assembly, such Assembly shall be deemed to have failed for want of a quorum. The Executive Committee shall reschedule the meeting to a date not later than three (3) months after the date scheduled for the Assembly and the Agenda for such rescheduled meeting shall be the same as for the failed meeting. Seven (7) days written notice of such rescheduled meeting shall be given to all members.
- 10.5** The Assembly may allow observers to be present and to speak, with leave from the Chairman. Observers may not propose or second any resolution and shall have no vote.
- 10.6** Each Ordinary Member that is represented at an Assembly shall have the right to cast one vote on any matter through one of its duly accredited delegates.
- 10.7** In order for a matter that is not on the Agenda of a General Assembly meeting to be discussed it shall be proposed and must be seconded by at least two (2) Ordinary members of CANOC. Either the proposer or seconder must be represented at the General Assembly. Resolutions may be adopted by a majority of the votes cast (save as appears hereunder) and shall bind all members of the CANOC.

- 10.8** The members of the Executive Committee shall not have the right to vote but the Chairman shall have a casting vote in case of a tie.
- 10.9** In each quadrennial year the General Assembly shall meet in the last quarter of that year (on or after the 1st October) and notice of such General Assembly shall be given not later than 1st July in that year.

11 GENERAL POWERS OF THE ASSEMBLIES

11.1 The General Assembly shall

- a)** elect the Executive Committee from among Ordinary Members in the year when election is due;
- b)** elect two (2) members of the Nominations Commission
- c)** appoint the date and the host city of the forthcoming General Assembly;
- d)** take resolutions in accordance with the Vision and Objects of the CANOC;
- e)** approve and/or reject reports and recommendations presented for consideration;
- f)** in the quadrennial year, appoint Auditors for the ensuing period of 4 years;
- g)** appoint such Commissions as may be necessary to serve or execute the objects and interests of CANOC.
- h)** select the host city of the Caribbean Games;
- i)** approve the programme of the Caribbean Games;
- j)** have power to borrow money and to enter into any loans or arrangements for loans with any bank or approved financial institution and may direct the Executive Committee to act accordingly on behalf of CANOC.

- 11.2** The Extraordinary General Assembly shall consider only those matters which are set out in the Agenda included in the notice of the meeting.

12 EXECUTIVE COMMITTEE

- 12.1** The Notice convening the General Assembly shall include on its agenda the election of an Executive Committee in the year when such election is due and

an invitation to members to submit nominations for election to positions on the Nominations Commission to the Secretariat not later than two (2) weeks before the General Assembly.

- 12.2** At the General Assembly the Members present shall elect the Executive Committee (by the majority vote of the Members present) who shall hold office for a period of four (4) years.
- 12.3** The Executive Committee shall comprise seven (7) persons who shall be nominated and elected from among delegates present at the meeting to the positions of President, First Vice President, Second Vice President, Secretary General, Treasurer and two (2) other Executive Members.
- 12.4** An individual who is elected to the Executive Committee shall be eligible for election (or re-election) to any office during that period of four (4) years but shall not serve in that office on the Executive Committee for more than two consecutive terms.
- 12.5** Members of the Executive Committee must be citizens and/or residents of a member NOC and/or CGA and shall be eligible for re-election.
- 12.6** The Executive Committee shall:
- a)** authorise the expenses of CANOC;
 - b)** submit matters for consideration and decision by the General Assembly;
 - c)** appoint and constitute such Commissions as may seem appropriate and delegate to such Commissions and/or individuals such functions as may be deemed to be necessary for the proper execution of the interests and objects of CANOC;
 - d)** adopt such initiatives or measures as may be necessary to resolve any emergency matters that may arise and report to the next General Assembly on such matters;
 - e)** have full authority to act in the affairs of CANOC subject to the directions of the General Assembly;

- f)** be responsible for the financial affairs of CANOC;
- g)** report regularly to the General Assembly;
- h)** appoint such staff (including the staff of the Secretariat) as may be required and define their duties;
- i)** do all such things and incur such expenses as it may consider necessary for the proper conduct of the activities of CANOC;
- j)** cause to be prepared and shall submit to the General Assembly annually a budget, an updated business plan and audited financial statements outlining the revenues and expenditure, assets and liabilities of CANOC
- k)** make and establish Policies, By-Laws, Rules and Regulations for the good governance of its operations and administration and for supplementing the general provisions of this Constitution, subject to the approval of the General Assembly;

12.7 (a) The Executive Committee shall appoint from among delegates or other representatives of a Member, a person to fill any vacancy (not including the President) which may arise; such appointment shall expire at the next General Assembly, when an election shall be held to fill the vacancy.

(b) The outgoing member shall be eligible for election to that vacant position.

12.8 No more than two (2) Members of the Executive Committee shall be citizens or residents of the same country or a representative of the same Ordinary Member.

12.9 The positions of President, Vice President, Secretary General and Treasurer shall not be filled by individuals who are citizens or residents of the same country or a representative of the same Ordinary Member as another member.

12.10 The quorum for meetings of the Executive Committee shall be four (4) members

12.11 Each member of the Executive Committee shall have one (1) vote on any matter and voting by proxy is not permitted.

12.12 Voting shall be by show of hands or, if the President so decides or upon the request of two (2) of the members present at the meeting, by secret ballot.

13 THE PRESIDENT

13.1 The President shall:

- a) preside over all meetings of CANOC;
- b) represent the official position of CANOC on all matters, except where otherwise authorized by him;
- c) sign all necessary official or private documents except where same has been expressly delegated by the President;
- d) summon Ordinary and Extraordinary General Meetings and fix the date(s) thereof except where fixed by the General Assembly;
- e) send (or cause to be sent) Notice of each meeting of the General Assembly or Extraordinary General Assembly and invitations to such meetings shall be sent to observers as the President deems appropriate;
- f) report to the General Assembly annually or at such intervals as may be decided by General Assembly on all matters affecting the interests of CANOC and its members;
- g) exercise general supervision over and regulate the internal functioning of the Secretariat;
- h) supervise the preparation and proper custody of business books and accounting records of the Secretariat regarding the business of CANOC and all matters affecting the interests of CANOC and its members;
- i) be an ex-officio member of all Commissions appointed by the General Assembly.

13.2 In the absence of the President or in the event of his inability or incapacity to carry out his functions, the first Vice President (or in his absence, the second Vice President) shall preside over all meetings of the Executive and the General Assembly

14 THE SECRETARIAT

- 14.1** The Secretary General shall manage the Secretariat and shall report to the Executive Committee on the activities of the Secretariat, periodically or as required by the Executive Committee
- 14.2** The Secretariat shall provide all secretarial and administrative functions to CANOC, the Executive Committee and all commissions of CANOC and shall be responsible for acting in accordance with the Constitution, By-Laws, Rules and Regulations of CANOC including its Vision, Mission and Objects.
- 14.3** The secretarial and administrative functions above referred to include, but are not limited to:
- a)** receiving, processing, preparing, distributing all correspondence and all resolutions of the Assemblies;
 - b)** carrying out the directives of the Executive Committee, the Secretary General and the General Assembly;
 - c)** providing notices of all meetings to all members and associated organisations and institutions within the specified or a reasonable time thereof;
 - d)** preparing in advance all documentation relative to all matters to be dealt with at the Assemblies including presenting the Agenda therefor;
 - e)** preparing and maintaining a record of all resolutions taken;
 - f)** keeping the accounting records of the CANOC
 - g)** providing service to all Commissions and;
 - h)** collating, storing, analysing pertinent data on the activities, interests, resources, needs of all members for the purpose of research and with the aim of making all CANOC data available to and accessible by all members.
- 14.4** The Secretary General may attend meetings of Commissions as of right and may speak on the invitation of the chair of that meeting.

15 THE TREASURER:

15.1 The Treasurer shall

- (a) be responsible to the Executive Committee for the management and administration of all financial matters of CANOC and shall be a signatory to all accounts held with banks or other financial institutions and all agreements or instruments pertaining to the management and/or administration of the finances of CANOC;
- (b) ensure that proper accounting records of CANOC are prepared and maintained and presented for audit by the Honorary Auditor;
- (c) Subject to Article 12.6, prepare and submit to the Executive Committee and to the General Assembly annually, budget and audited financial statements;
- (d) demand, receive and issue receipts for all dues and levies imposed by the General Assembly.

16 THE NOMINATIONS COMMISSION

- 16.1 There shall be a Nominations Commission comprising three (3) members, appointed by the General Assembly at the elections in the quadrennial year when elections are due.
- 16.2 The Chair of the Nominations Commission shall be appointed by the Executive Committee after the elections have been held at the General Assembly in the Quadrennial year when elections are due.
- 16.3 The members of the Nominations Commission shall be resident in the country of an Ordinary Member.
- 16.4 A member of the Executive Committee shall not be eligible for membership of the Nominations Commission.

16.5 A member of the Nominations Commission shall be eligible for membership of the Executive Committee only if he has demitted office as such member on or before 30th April in the year in which elections are due

16.6 The Nominations Commission shall:

- (a). invite nominations for election to membership of the Executive Committee
- (b). process all nominations for election to membership of the Executive Committee
- (c). confirm the validity of all nominations to the Executive Committee and the General Assembly
- (d). present reports of its work to the Executive Committee and to the General Assembly at least two (2) weeks before the date fixed for elections;

16.7 The Nominations Commission shall invite submission of nominations for positions on the Executive Committee from all members not later than 1st July in the year when elections are due. Such invitations may be sent in writing or electronically in such form as may be determined by the Nominations Commission from time to time.

16.8 Nomination of an individual for election to any office (s) on the Executive Committee may be submitted to the Secretary General electronically or in writing and shall be deemed valid if:

- (a) it carries the name and residential address of the nominee;
- (b) it indicates that the nominee has accepted to be nominated;
- (c) it indicates the position or positions for which the individual is nominated;
- (d) it is signed by the duly authorised officers of two (2) Ordinary Members who are financial members at the date of receipt of the nomination by the Secretary General.

16.9 The Nominations for election to any office on the Executive Committee shall be submitted to the Secretary General not later than 15th July in the year when elections are due, or such later date as the Executive Committee may determine; such later date shall General be disclosed to the Nominations Commission and to all Ordinary Members as soon as practicable after same has been determined.

- 16.10 The election of officers shall be conducted by secret ballot; such ballots shall be distributed at the General Assembly and shall be deposited by delegates of Members in the receptacle provided by the Nominations Commission.
- 16.11 Subject to Article 12.3 and Article 16.9, in the event that at the date when nominations are due there are no valid nominations for any positions, the Nominations Commission shall declare that position vacant and the Executive Committee shall elect an individual and inform the Nominations Commission and all Members as soon as possible.
- 16.12 Members of the Nominations Commission shall hold office from the date of election until the day after the next following General Assembly (unless otherwise removed), save that the first Nominations Commission shall be elected at the General Assembly to be held in 2016 and shall demit office on the day after the General Assembly to be held in 2018.

17 ARBITRATION/MEDIATION

17.1 Each Member agrees:

- (a) to be bound by decisions of the General Assembly;
- (b) to observe comity with all other members;
- (c) to respect the rights and the decisions of all Members and
- (d) to present to the Executive Committee for purposes of mediation all disputes or differences with any other Member in accordance with such Regulations as the Executive Committee may make, including the appointment of a mediator and the scheduling of meetings.

17.2 Any dispute or difference arising between a Member or Members and CANOC concerning the interpretation of this Constitution and any dispute or difference between Members if not resolved by agreement, whether by mediation or otherwise, shall be submitted to arbitration by the Court of Arbitration for Sport (“CAS”) or any division thereof as may be appropriate for the dispute in accordance with the Statute and Regulations of CAS, the decision of which is agreed by all members to be final and binding thereon.

18 AMENDMENTS

- 18.1** The Constitution may only be amended at a General Assembly (or Extraordinary General Assembly duly requisitioned and called for that purpose only) and shall require a two-thirds majority vote of Members.
- 18.2** Any resolution to amend the Constitution must be submitted by a member to the Secretary General at least six (6) weeks prior to the General Assembly (or Extraordinary General Assembly). Any other resolution may be considered by the General Assembly providing same has been shown to have been received by at least two-thirds of the members and has been proposed and accepted for consideration by the majority of members present at the General Assembly.
- 18.3** All resolutions for amendment proposed by a Member shall be submitted to the Executive Committee by the Secretariat and, once approved, to all Members not less than five (5) weeks prior to the Assembly. The effective date of circulation shall be four (4) days after the date of posting (postmark in country of postage) or, if circulated by electronic means, the date of transmission.

19 DISSOLUTION

- 19.1** CANOC may be dissolved only by a resolution of not less than seventy-five percent (75%) of the members, passed at an Extraordinary General Assembly called for the specific purpose of dissolution.
- 19.2** The Honorary Auditors shall within two (2) days of such resolution being passed take possession of all books of account and property records of CANOC and shall examine same and present to the President and each Member a full statement of accounts and property of CANOC and shall call in all cash and other assets of CANOC and, after payment of all its debts and other outgoings, including such benefits or allowances as are payable upon separation to the staff of CANOC, in accordance with the laws and regulations of the country in which same is located, shall cause the assets to be distributed equally among members who are in good financial standing with CANOC at

the date of the passing of the resolution for dissolution but not among Members that are deemed non-financial pursuant to Article 8.6.

20 MEMBER COUNTRIES

20.1 Ordinary Members

- 1.** Anguilla
- 2.** Antigua & Barbuda
- 3.** Aruba
- 4.** Bahamas
- 5.** Barbados
- 6.** Belize
- 7.** Bermuda
- 8.** British Virgin Islands
- 9.** Cayman Islands
- 10.** Cuba
- 11.** Curacao
- 12.** Dominica
- 13.** Dominican Republic
- 14.** French Guiana
- 15.** Grenada
- 16.** Guadeloupe
- 17.** Guyana
- 18.** Haiti
- 19.** Jamaica
- 20.** Martinique
- 21.** Montserrat
- 22.** Puerto Rico
- 23.** St Kitts & Nevis
- 24.** St Lucia
- 25.** St. Maarten
- 26.** St Vincent & The Grenadines
- 27.** Suriname
- 28.** Trinidad & Tobago

- 29. Turks & Caicos Islands
- 30. US Virgin Islands

Approved by the inaugural General Assembly of the CARIBBEAN ASSOCIATION OF NATIONAL OLYMPIC COMMITTEES held at Santo Domingo, Dominican Republic on the 31st day of July 2003.

Amended by Annual General Assembly on:

14th October 2007

1st April 2010

11th October 2015

Approved (in principle) by the General assembly on 11th October 2015 in Paramaribo, Suriname.

