

Guyana Olympic Association

Constitution

2020



*Ratified on [date]
Georgetown
Guyana*

Table of Contents

PREAMBLE	3
ARTICLE 1 – DEFINITIONS AND INTERPRETATIONS	4
ARTICLE 2 – HEADQUARTERS	5
ARTICLE 3 – OBJECTS AND PURPOSE	6
ARTICLE 4 – POWERS OF THE ASSOCIATION	8
ARTICLE 5 – MEMBERSHIP	10
ARTICLE 6 – ELIGIBILITY REQUIREMENTS OF CONSTITUENT MEMBERS	12
ARTICLE 7 – RULES BINDING ON CONSTITUENT MEMBERS OF THE ASSOCIATION	12
ARTICLE 8 – CONSTITUENT MEMBERS NOT BASED IN GUYANA.....	14
ARTICLE 9 – ELECTION OF CONSTITUENT MEMBERS	14
ARTICLE 10 – ANNUAL SUBSCRIPTION.....	16
ARTICLE 11 - MEETINGS.....	17
ARTICLE 12 – NOMINATION PROCESS FOR ELECTION OF OFFICERS.....	22
ARTICLE 13 – VOTING	23
ARTICLE 14 – OFFICERS.....	24
ARTICLE 15 – VACATION OF OFFICE.....	26
ARTICLE 16 – SUSPENSION OR CESSATION OF MEMBERSHIP	26
ARTICLE 17 – RE-ADMISSION TO MEMBERSHIP	27
ARTICLE 18 – THE COUNCIL	28
ARTICLE 19 – SELECTION OF TEAMS	29
ARTICLE 20 – OBLIGATIONS	30
ARTICLE 21 – FINANCIAL YEAR.....	31

ARTICLE 22 – FUNDS AND PROPERTY	32
ARTICLE 23 – FINANCE COMMITTEE	33
ARTICLE 24 – DISCIPLINARY BOARD	34
ARTICLE 25 – APPEALS	35
ARTICLE 26 – COURT OF ARBITRATION FOR SPORT - CAS.....	37
ARTICLE 27 – ALTERATION AND/OR ADDITION OF ARTICLES.....	37
ARTICLE 28 – ALTERATION AND/OR ADDITION OF SCHEDULES	38
ARTICLE 29 – AFFILIATIONS.....	38
ARTICLE 30 – GUYANA OLYMPIC ASSOCIATION INC.	39
ARTICLE 31 – INTERPRETATION OF THE CONSTITUTION	39
SCHEDULE 1 - CONSTITUENT MEMBERS.....	41
SCHEDULE 2 - CONSTITUENT MEMBERS’ ANNUAL SUBSCRIPTION	42
SCHEDULE 3 - FINANCIAL REGULATIONS.....	43

CONSTITUTION OF THE GUYANA OLYMPIC ASSOCIATION

PREAMBLE

The NATIONAL OLYMPIC COMMITTEE of Guyana shall be named
GUYANA OLYMPIC ASSOCIATION

We, the GUYANA OLYMPIC ASSOCIATION, an association belonging to the Olympic Movement, duly represented by the undersigned, hereby undertake to respect the provisions of the Olympic Charter, World Anti-Doping Code and to abide by the decisions of the International Olympic Committee.

We undertake, in accordance with our OBJECTS and PURPOSE, to participate in actions to promote peace, to promote Women In Sport, to support and to encourage the promotion of sports ethics, to fight against doping and to demonstrate a responsible concern for environmental issues.

The rules and regulations of the IOC/Olympic Charter are hereby incorporated in the rules and regulations of the Association *mutatis mutandis* and shall be enforced by the Association

ARTICLE 1 – DEFINITIONS AND INTERPRETATIONS

In this Constitution, unless the context otherwise requires:

- 1.1. ASSOCIATION - means the Guyana Olympic Association
- 1.2. COUNCIL - means the governing body of the Association between Electoral General Meetings, comprising the Officers of the Association and one representative of each of the Constituent Members and other classes of members
- 1.3. EXECUTIVE COMMITTEE - means the governing body of the Association between Council Meetings, comprising the Officers of the Association and a representative of the Athletes Commission
- 1.4. GAMES - shall refer to the Olympic Games, the Pan-American Games, the Central American and Caribbean Games, the Commonwealth Games, the South American Games, the Islamic Solidarity Games and such other Regional or International Games as may require or permit participation through the Association
- 1.5. GUYANA OLYMPIC ASSOCIATION INC. – means a company established under the Companies Act of Guyana
- 1.6. IF - means International Federation
- 1.7. IOC -means the International Olympic Committee
- 1.8. NATIONAL CHAMPIONSHIP – means annual championship to which all local members and affiliates are invited
- 1.9. NATIONAL SPORT GOVERNING BODY - means the National Federation or National Association, recognised by

the relevant International Federation as being the body responsible for governing the sport in Guyana

- 1.10. NON-OLYMPIC SPORT NATIONAL FEDERATION - means a National Federation (NF) which is affiliated to an International Federation and the sport of which is not included in the programme of the Olympic Games
- 1.11. OLYMPIC SPORT NATIONAL FEDERATION - means a National Federation (NF) which is affiliated to an International Federation recognised by the IOC and the sport of which is included in the programme of the Olympic Games
- 1.12. ORDINARY COURTS – state courts which hear public and private legal disputes
- 1.13. REFERRING AUTHORITY - means the body which brings the need for disciplinary action to the attention of the Disciplinary Board
- 1.14. SCHEDULE – means a document describing or listing subsidiary details to the Constitution
- 1.15. WADA - means World Anti-Doping Agency

ARTICLE 2 – HEADQUARTERS

The Headquarters of the Association shall be at Block ‘XXX’ Liliendaal, East Coast Demerara; or such other part of Guyana as the Association shall decide at a GENERAL MEETING, by a two-thirds majority of those present and eligible to vote.

ARTICLE 3 – OBJECTS AND PURPOSE

- 3.1. The Objects and Purpose of the Association shall be:-
- 3.1.1. to foster and develop the Olympic Movement and its high ideals throughout the country based principally on the provisions laid down in this Constitution and which are not in contravention with the rules of the Olympic Charter;
 - 3.1.2. to arouse and maintain the interest of the people of Guyana in sport and to obtain their support in participation and representation of Guyana in the Games;
 - 3.1.3. to propagate the fundamental principles of Olympism at the national level within the framework of sports activity; and to contribute to the diffusion of Olympism in the teaching programmes of physical education and sports in schools and universities;
 - 3.1.4. to ensure observance of the Olympic Charter in Guyana;
 - 3.1.5. to stimulate the interest of the people of Guyana in healthful, physical, moral and cultural education through participation in competitions nationally, regionally and internationally;
 - 3.1.6. to exercise exclusive jurisdiction, either directly or through its constituent members or committees, over all matters pertaining to the participation of Guyana in the Games;
 - 3.1.7. to ensure that the Association is autonomous at all times and completely free from governmental,

- political, religious, commercial or any other interference;
- 3.1.8. to ensure the protection of, and exercise exclusive right over, the use of the Olympic Symbol, Flag, Motto and Anthem and the use of the words “Olympic” and “Olympiad”;
 - 3.1.9. to use the Olympic symbol, flag, motto and anthem only with the prior approval of the IOC Executive Board and only for the furtherance of the Olympic Movement;
 - 3.1.10. to encourage the development of high-performance sport as well as sport for all;
 - 3.1.11. to eschew and take action against any form of discrimination and violence in sport;
 - 3.1.12. to discourage and fight against the use of substances and methods prohibited by WADA, the IOC and the IFs;
 - 3.1.13. to select and obtain for Guyana the most competent representatives possible to participate in all Games, and more especially the Olympic Games and world multi-sports competitions patronised by the IOC and to be responsible for the behaviour of members of its delegations; and
 - 3.1.14. to serve as the Commonwealth Games Association and to affiliate to the Commonwealth Games Federation.
- 3.2. In order to fulfil its mission, the Association may cooperate with governmental or non-governmental bodies, work to maintain harmonious and cooperative relations with these

bodies and will never associate itself with any activity which would be in contradiction to the Olympic Charter;

ARTICLE 4 – POWERS OF THE ASSOCIATION

The Association shall have power: -

- 4.1. to organise, select, finance and control the representation of Guyana in the competitions and events of the Games and to appoint committees or other governing bodies in connection with such representation;
- 4.2. to enter contracts pertaining to the Games and other agreements relating to its functioning;
- 4.3. to acquire, hold and dispose of such property as may be necessary for its purpose;
- 4.4. to accept gifts, legacies, bequests and devises in furtherance of its purposes;
- 4.5. to borrow money to carry out its purpose, issue notes, bonds or other evidence of indebtedness therefor and secure the same by mortgage, subject in each case to the Laws of Guyana;
- 4.6. to establish, regulate and, in appropriate cases, to discontinue any subordinate organisations and to receive into or expel from membership of the Association such existing organisations whether of a patriotic, educational, civic or athletic character as may be deemed desirable or undesirable as the case may be;

- 4.7. to adapt and alter this Constitution in a manner not inconsistent with the Laws of Guyana or the Olympic Charter;
- 4.8. to establish and maintain offices for the conduct of the affairs of the Association;
- 4.9. to publish a newspaper, magazine or other publication consistent with its Objects and Purpose; and to do any and all acts and things necessary to carry out the Objects and Purpose of the Association;
- 4.10. to establish Commissions, as described in the Olympic Charter, or as the Association may deem fit, as required to fulfil the Objects and Purpose of the Association;
- 4.11. to create or assist in creating institutions which devote themselves to the establishment and activities of National Olympic Academies, Olympic Museums and cultural shows related to the Olympic Movement;
- 4.12. to recommend persons for membership of the IOC;
- 4.13. to exclusively determine and manage the representation of Guyana at Games; and
- 4.14. to designate the city, in Guyana, which may apply to organise Games.

ARTICLE 5 – MEMBERSHIP

The Association shall consist of the following classes of members: -

5.1. CONSTITUENT MEMBERS

5.1.1. These shall comprise Olympic Sport National Federations and Non-Olympic Sport National Federations (*Schedule 1*)

5.1.2. Constituent Members shall have the following rights and duties: -

5.1.2.1. to actively participate in the work and activities of the Association;

5.1.2.2. to respect and implement the decisions and resolutions of the Association;

5.1.2.3. to operate according to the Olympic Charter, the IOC Code of Ethics, the World Anti-Doping Code and all rules and regulations of their International Federation;

5.1.2.4. to exercise their activities and responsibilities for the benefit of sport development in a fair, honest and transparent manner and be accountable for that;

5.1.2.5. to benefit from the Association's assistance, where possible, for developing their activities; and

5.1.2.6. to exercise any other rights and duties in accordance with this Constitution.

- 5.2. IOC MEMBERS: The Members of the IOC domiciled in Guyana. This notwithstanding, any such member who is expelled from the IOC shall forthwith cease to be a member of the Association, until further notice.

IOC Members do not have the right to vote on any matter of the Association

- 5.3. HONORARY LIFE MEMBERS: Any person who has given outstanding service to the Association may be elected as an Honorary Life Member by a two-thirds vote of the Council.

Honorary Life Members do not have the right to vote on any matter of the Association

- 5.4. HONORARY ASSOCIATE MEMBERS: The Association may elect as an Honorary Associate Member, by a two-thirds vote of the Council members present and eligible to vote, any person interested in fostering the Olympic Movement; provided that such person is deemed by the Association to be fit, qualified and proper to receive the honour.

Honorary Associate Members do not have the right to vote on any matter of the Association

- 5.5. All such Commissions and Organisations approved by the IOC or the GOA.

Members of these Commissions and Organisations do not have the right to vote on any matter of the Association.

ARTICLE 6 – ELIGIBILITY REQUIREMENTS OF CONSTITUENT MEMBERS

Prospective Constituent Members shall: -

- 6.1. comprise a minimum of three (3) clubs or ten (10) individual members, as the case may be;
- 6.2. have hosted at least one national championship in the previous calendar year;
- 6.3. have held regular elections as required by their respective constitutions; and
- 6.4. be the sole National Sports Governing Body, recognised by their International Federation, to govern their sport in Guyana

ARTICLE 7 – RULES BINDING ON CONSTITUENT MEMBERS OF THE ASSOCIATION

- 7.1. All Bye-laws and decisions made and duly approved by the Association shall be binding on all Members.
- 7.2. For the advancement and promotion of sports, Constituent Members shall submit to the Association, by a date determined by the Executive Committee, an annual calendar of events and budget for the ensuing year. Such programme and budget shall be provided in the prescribed format. Constituent Members failing to submit such a programme shall not be considered for funding or when selections are made for the representation of Guyana at any of the Games

- 7.3. Constituent Members shall host at least one National Championship annually.
- 7.4. Constituent Members shall attend a minimum of six (6) Council Meetings in each calendar year and report on their respective activities;
- 7.5. Constituent Members shall submit, in writing, all changes of their Constitutions;
- 7.6. Constituent Members shall inform the Executive Committee of all Office Bearers and shall inform the Secretary General of the names of all persons authorised to represent the Constituent Member on the Committee in order of priority.
- 7.7. Constituent Members shall submit their financial statements for each fiscal year, to the Association, as soon as practicable after their AGM
- 7.8. Failure to fulfil the requirements of Articles 7.3, 7.4, 7.5 and 7.6 shall result in the following sequence of actions:
 - 7.8.1. The Secretary General shall send an initial letter of warning to the defaulting Constituent Member, giving a deadline of not more than a month for rectifying the issue in default.
 - 7.8.2. The Secretary General shall send a second letter of warning to the defaulting Constituent Member, giving a final deadline for rectification.
 - 7.8.3. The Executive Committee shall recommend, to Council, suspension of the defaulting Constituent Member (Article 16.5).

- 7.9. Any dispute requiring arbitration, involving the Association or any of its members, and relating to the constitution, rules and regulations of the Association or the Olympic Charter, shall come solely under the jurisdiction of the Disciplinary Board or the Court of Arbitration for Sport. Any recourse to Ordinary Courts is prohibited.

ARTICLE 8 – CONSTITUENT MEMBERS NOT BASED IN GUYANA

- 8.1. Organisations comprising Guyana citizens who are not resident in Guyana, which are seeking to become Olympic Sport National Federations and Non-Olympic Sport National Federations, may apply to be Constituent Members.
- 8.2. Such Constituent Members are bound by the provisions of Article 6 and Article 7, with the exception of 7.3 and 7.4.
- 8.3. Such Constituent Members must submit monthly reports and attend at least one meeting in each calendar year
- 8.4. Such Constituent Members shall not have the right to vote on any matter of the Association

ARTICLE 9 – ELECTION OF CONSTITUTENT MEMBERS

- 9.1. Applications for Membership by Olympic Sport National Federations and Non-Olympic Sport National Federations shall be: -

- 9.1.1. made in writing to the Secretary General of the Association, signed by the PRESIDENT and SECRETARY of the appropriate National Sports Governing Body;
 - 9.1.2. accompanied by one (1) year's subscription of such sum as the Association shall determine from time to time (and list in **Schedule 2**) which shall be deemed the subscription for the year in which the application is approved;
 - 9.1.3. accompanied by documentary evidence of affiliation to the appropriate International Federation (except in those cases where the International Federation requires prior acceptance by the National Olympic Committee and such documentary proof is provided); and
 - 9.1.4. accompanied by a copy of the Constitution of the Body applying for membership.
- 9.2. Provided that the conditions prescribed under Articles 6 and 7 have been satisfied, the Executive Committee shall recommend admittance of the Olympic Sport Federations and Non-Olympic Sport Federations to membership to the next Council Meeting which may approve by no less than two-thirds majority of the votes cast by those present and eligible to vote.
- 9.3. The membership of a new National Sports Governing Body shall commence on the date following the admittance of its membership by Council
- 9.4. New members shall not have voting rights for the election of Officers until they have attained five (5) years of continuous membership of the Association

OR

New members shall be subject to a probationary period of one (1) full Olympic cycle, during which they will not have voting rights for the election of Officers

OR

New members shall be subject to a probationary period of two (2) years, during which they will not have voting rights for the election of Officers

OR

New members shall be subject to a probationary period of one (1) year, during which they will not have voting rights for the election of Officers

- 9.5. Only one National Federation for each sport governed by an International Federation shall be admitted to membership

ARTICLE 10 – ANNUAL SUBSCRIPTION

- 10.1. The annual Subscription for each Constituent Member shall be any sum as the Association shall determine from time to time and list in *Schedule 2*.

Such Subscription shall be paid to the Association no later than the 31st January each year

- 10.2. NON-PAYMENT OF SUBSCRIPTION – Constituent Members whose subscriptions are in arrears for more than six (6) months shall have no representation at any meeting of the Association and after notification by letter or email to such members, they shall be regarded in all aspects as ceasing to be Members; but they shall be eligible for readmission as stipulated in Article 16.4

ARTICLE 11 - MEETINGS

11.1. Meetings shall be: -

11.1.1. Electoral General

11.1.2. Council

11.1.3. Special General

11.1.4. Executive Committee

11.2. **ELECTORAL GENERAL MEETINGS**

11.2.1. Such meetings shall be held every four (4) years as soon as possible after the World Olympiad, but within a period of nine (9) months thereafter.

11.2.2. A Returning Officer shall be appointed by the Executive Committee and approved by Council.

11.2.3. The meetings shall be held for the following purposes:

11.2.3.1. To discuss and approve the Administrative Report. This report shall be prepared by the Secretary General and circulated to Council at least seven (7) days before the Council Meeting preceding the General Meeting, for discussion at that Council Meeting.

11.2.3.2. To discuss and approve the Audited Statement of Accounts. This Statement of Accounts shall be circulated to Council, by the Treasurer, at least seven (7) days before

the Council Meeting preceding the General Meeting, for discussion at that Council Meeting.

11.2.3.3. To elect the Officers of the Association.

11.2.3.4. To decide on any resolution which has been submitted to the Association, through the Secretary General, at least fourteen (14) days before the Electoral General Meeting.

11.2.4. The Secretary General shall send to all members of the Association a notice of all Electoral General Meetings not later than twenty-one (21) days before the date of the meeting

11.2.5. The Secretary General shall also send to each member of the Association the agenda of such meeting along with the list of nominees at least seven (7) days before the date of the meeting

11.2.6. The Electoral General Meeting shall be attended by: -

11.2.5.1. not more than three (3) representatives of each Constituent Member; two (2) of whom shall have the right to vote;

11.2.5.2. the Officers of the Association who shall demit office before the start of the electoral process;

11.2.5.3. IOC Members;

11.2.5.4. Honorary Life Members

11.2.5.5. Honorary Associate Members;

11.2.5.6. not more than two (2) members of Commissions and Associations approved by the IOC and accepted by Council

11.2.7. The venue of the Electoral General Meeting shall be the headquarters of the Association

11.2.8. Only Constituent Members shall have the right to vote for the election of Officers of the Association.

11.2.9. Quorum – Ten (10) Constituent Members shall form a quorum

11.2.10. If, for any reason, the Meeting cannot be held, it shall be reconvened one (1) week later at the same time and at the same location and whichever Constituent Members are present shall form the quorum.

11.3. COUNCIL MEETINGS

11.3.1. Council Meetings shall normally be held once per month on a date determined by the Executive.

11.3.2. Such Meetings shall be attended by the Officers of the Association, one representative of each Constituent Member and other classes of members.

11.3.3. Such meetings shall discuss all business affecting the Association and members; and brought to the attention of the Association.

11.3.4. Notice and Agenda of Council Meetings, as well as minutes of previous meeting, shall be circulated, by the Secretary General, at least seven (7) days before the date of the meeting.

11.3.5. The quorum of such meetings shall be no less than eight (8) Constituent Members of the Association.

11.3.6. In the event of a vote on any issue, the Officers of the Association, present and voting, shall not exceed the representatives of the Constituent Members.

11.4. SPECIAL GENERAL MEETINGS

11.4.1. The purpose of such meetings is to discuss matters of urgency which can affect the Association or a member.

11.4.2. Such meetings shall be convened upon the initiative of the Executive Committee of the Association or upon the written request of at least one-third of the eligible Constituent Members of the Association.

11.4.3. Such meetings convened at the initiative of the Executive Committee, the notice and the agenda shall be sent out by the Secretary General no less than seven (7) days prior to the meeting.

11.4.4. Such meetings convened at the initiative of Constituent Members shall adopt the following procedure: -

11.4.5.1. A request signed by the Presidents and the Secretaries of the relevant Constituent Members shall inform the Secretary General of the Association of the urgent matter; and state the reason for requesting the said meeting, together with any accompanying resolution.

11.4.5.2. The Secretary General, within seven (7) days of the receipt of such request, shall dispatch the notice of the Special General Meeting

11.4.5.3. The Special General Meeting shall be held seven days after dispatch of the notice by the Secretary General.

11.4.5. The Quorum of the meeting shall be no less than eight (8) Constituent Members of the Association.

11.4.6. If, for any reason, the Meeting cannot be held, it shall be reconvened one (1) week later at the same time and at the same location and whichever Constituent Members are present shall form the quorum.

11.5. EXECUTIVE COMMITTEE MEETINGS

11.5.1. Executive Committee Meetings shall be convened at the request of the President or Secretary General

11.5.2. The Secretary General shall circulate the notice and agenda of the meeting at least three (3) days in advance; the minutes shall be circulated within a week after the meeting.

11.5.3. The quorum shall be no less than five (5) elected members of the Executive Committee

11.5.4. The Immediate Past President shall be entitled to attend Executive Committee Meetings for the term immediately after demitting office, but shall not have the right to vote.

ARTICLE 12 – NOMINATION PROCESS FOR ELECTION OF OFFICERS

- 12.1. Nomination Forms shall be circulated to Constituent Members, along with the notice of the Electoral General Meeting; not later than twenty-one (21) days before the date of the meeting
- 12.2. Completed Nomination Forms shall be returned to the Secretary General not less than fourteen (14) days in advance of the meeting. Nominations shall be proposed by a Constituent Member and seconded by another Constituent Member, signed by the Presidents and Secretaries General of both Constituent Members and the nominee.
- 12.3. The Secretary General shall circulate the Nominations to all Constituent Members at least one (1) week before the Electoral General Meeting
- 12.4. Only persons duly nominated in accordance with Article 12.2 shall be eligible for election. There shall be no nominations from the floor.
- 12.5. Nominees shall, immediately prior to the vote for the office for which they are nominated, make a presentation to the General Meeting on their suitability for election. The nominees for the position of Treasurer shall not be required to make this presentation, but shall have some accounting qualifications and/or experience in or order to be eligible.

ARTICLE 13 – VOTING

- 13.1. Only two (2) of the three representatives of a Constituent Member shall be entitled to vote at the Electoral General or Special General Meetings.
- 13.2. Notice of the appointment of the representatives, indicating the two who are entitled to vote, shall be signed by the President and Secretary of the Constituent Member and copied and lodged with the Secretary General of the Association not later than forty-eight (48) hours before the meeting or adjourned meeting.
- 13.3. The representatives so empowered must be present at the meeting and shall be the only ones empowered to vote at the meeting.
- 13.4. A Constituent Member may, by resolution, change around or alter the delegates empowered to vote, provided that such new resolution is lodged with the Secretary General forty-eight (48) hours before the aforesaid meeting or adjourned meeting.
- 13.5. Substitutes will not be permitted and non-compliance will deprive the member of the right to vote.
- 13.6. No delegate shall be entitled to represent more than one Constituent Member
- 13.7. When dealing with questions relating to the Olympic Games, votes shall only be cast by the Executive Committee and by the delegates of the Olympic Sport National Federations.
- 13.8. Subject to Article 13.7, all such Commissions and Organisations approved by the IOC, shall have one

- nominee each at the Special General Meetings with power to exercise the vote; that is to say one (1) vote for each group.
- 13.9. Subject to Article 13.7, each Honorary Life Members and Honorary Associate Members shall have one (1) vote at Special General Meetings.
- 13.10. In the event of a vote on any issue, the Officers of the Association, present and voting, shall not exceed the delegates of the Constituent Members.

ARTICLE 14 – OFFICERS

- 14.1. The Officers of the Association shall be elected at an Electoral General Meeting and shall consist of:-
- 14.1.1. The President
 - 14.1.2. Three (3) Vice-Presidents
 - 14.1.3. The Secretary General
 - 14.1.4. The Treasurer
 - 14.1.5. The Assistant Secretary
 - 14.1.6. The Assistant Treasurer
- 14.2. In order to be eligible for election as an Officer of the Association, a person shall:
- 14.2.1. be ordinarily resident in Guyana;

- 14.2.2. be of good standing; and
 - 14.2.3. have been, at the time of being first elected, a member of a Constituent Member, for at least four (4) years.
- 14.3. The Officers shall hold office until the next Electoral General Meeting.

OR

The Officers shall hold office for a term of four (4) years expiring at the close of the Electoral General Meeting at which their positions fall vacant for election; one half of the Officers retiring every two (2) years provided always that at least two (2) shall be female and at least two (2) shall be male.

The President and the Secretary-General shall be elected in alternate Electoral General Meetings to guarantee strategic and administrative continuity

- 14.4. The position of President of the Association shall be limited to a maximum of three consecutive four-year terms.
- 14.5. Each Officer, whether or not he/she is the representative of a Constituent Member, shall be entitled to one (1) vote only at Council Meetings.
- 14.6. No Officer or Member of the Association shall accept a salary or fee of any kind in respect of his/her position; however, he/she may accept reimbursement for transportation, lodging or other expenses properly incurred in connection with his/her duties.
- 14.7. Other than the President, as specified in Article 14.4, Officers of the Association, at the cessation of their term of office shall be eligible for re-election, but shall not have a vote except if they are in the position of a delegate.

ARTICLE 15 – VACATION OF OFFICE

- 15.1. Any Officer who is absent from five (5) consecutive Council Meetings shall (subject to the provision of Article 15.2) be deemed to have vacated his/her office unless leave of absence has been requested of and granted by the Association.
- 15.2. If any Officer misses four (4) consecutive Council Meetings without being granted leave of absence, the Secretary General shall give notice to the defaulting officer that his/her office shall be deemed to be vacant if he/she fails to attend the next consecutive meeting
- 15.3. When an office is deemed vacant the Association shall elect someone to fill the vacancy in accordance with Article 18.3.

ARTICLE 16 – SUSPENSION OR CESSATION OF MEMBERSHIP

- 16.1. RESIGNATION – Any member may withdraw from membership giving fourteen (14) days’ notice to the Executive Committee in writing to that effect and thereupon the member shall cease to be a member, but shall still be liable for any outstanding obligations to the Association. Council shall be notified.
- 16.2. INTERNATIONAL FEDERATION AFFILIATE STATUS – If a Constituent Member loses its affiliate status with, or is expelled from, its International Federation, the member shall automatically cease to be a member of the Association from the date of loss of status or expulsion.

- If a Constituent Member is suspended by its International Federation, its membership of the Association shall automatically be suspended for the period of the suspension from the International Federation. During such suspension period, the member shall not be entitled to exercise any membership rights in the Association
- 16.3. DISCIPLINARY ACTION – A member who has been expelled from membership as a result of disciplinary action under Article 23 shall cease to be a member on the date that the final decision has been made for his/her expulsion.
 - 16.4. SUBSCRIPTION ARREARS - Members whose subscriptions are in arrears for more than six (6) months shall have to reapply for election to membership and pay all outstanding arrears.
 - 16.5. RULES BINDING ON CONSTITUENT MEMBERS – If a Constituent Member fails to fulfil the requirements of Articles 7.3, 7.4, 7.5 and 7.6 and does not comply despite having received two (2) letters of warning, the Executive Committee shall recommend, to Council, suspension of that Member until compliance is attained.

ARTICLE 17 – RE-ADMISSION TO MEMBERSHIP

- 17.1. Subject as hereinafter provided under 17.2, a member who ceases to be a member for any reason under Article 16 may, after a period of not less than one (1) year, apply to the Executive Committee to be re-admitted to membership of the Association, subject to the admission procedure set out in Articles 6 and 7.

17.2. The provisions of Article 17.1 shall not apply where:

- 17.2.1. a member who ceased to be a member of the Association under Article 16.2 regains affiliate status with its International Federation, in which case that member shall forthwith be reinstated as a member of the Association; or
- 17.2.2. a new National Federation acquires affiliate status with an International Federation in place of a National Federation which formerly held such affiliate status, in which case that National Federation may apply at any time for membership of the Association as a new member

ARTICLE 18 – THE COUNCIL

- 18.1. The Council shall consist of the Executive Committee, one representative of each Constituent Member, IOC Members, Honorary Associate Members, Honorary Life Members, and one representative of approved Commissions or Organisations.
- 18.2. The President of the Association shall be the Chairperson and, in his/her absence, one of the Vice-Presidents shall preside. If, however, no such Officer is present, the Committee shall elect from among themselves a Chairman for the meeting.

The Chairman of the meeting shall have an original and a casting vote.

- 18.3. The Association shall have the power to fill any vacancy on the Executive Committee, however arising, save and except the office of the President which shall be filled only by the

Electoral General Meeting or by a Special General Meeting convened for that purpose.

- 18.4. The voting majority of the Council shall be constituted of the delegates of the Constituent Members.
- 18.5. The Council shall have: -
 - 18.5.1. the power to appoint sub-committees, based on the recommendation of the executive;
 - 18.5.2. all such administrative and disciplinary powers as may be necessary for properly carrying out the Objects and Purpose of the Association in accordance with the rules;
 - 18.5.3. the power to make Bye-laws and Schedules not inconsistent with the articles of either this Constitution or the Olympic Charter.

ARTICLE 19 – SELECTION OF TEAMS

- 19.1. It shall be the duty of each Constituent Member to supply on request, to the Association, a list of those of its competitors best suited to represent Guyana. Such list shall be in descending order of merit and accompanied by data to justify each selection.
- 19.2. The Executive Committee shall have the right to decide on the composition of all teams using the list supplied by the Constituent Members as a guide to selection. **If the Constituent Member fails to meet the stipulated deadline(s), the Executive Committee shall name suitably**

- qualified athletes.** The Executive Committee's decision is final.
- 19.3. The teams selected by the Executive Committee shall be known as the Team Delegation. The Head of Delegation shall be known as the Chef de Mission or Team Leader. The Chef de Mission or Team Leader shall be appointed by the Executive Committee.
 - 19.4. The Committee shall have the right to delegate to the Chef de Mission or Team Leader such of its powers as it considers necessary for the proper control and maintenance of discipline of the members of the Team Delegation.
 - 19.5. All officials of any team's delegation shall report to the Chef de Mission or Team Leader any infringement of discipline or unsportsmanlike conduct as soon as possible. The Chef de Mission or Team Leader shall in turn report to the Executive Committee if he/she considers such action necessary.
 - 19.6. The Chef de Mission or Team Leader shall be guided by the Team Leader's Code of Conduct. Any actions outside of the Code shall require the approval of the Executive Committee.

ARTICLE 20 - OBLIGATIONS

- 20.1. The Association is obligated to participate in the Olympic Games and all other Games patronised by the IOC, by sending the best athletes able and available.

- 20.2. The Association shall facilitate the participation of its Constituent Members in the IOC's programmes including those of Olympic Solidarity.
- 20.3. The Association shall inform the IOC, at least once a year, of the development of the Olympic Movement and the need for such development in Guyana.
- 20.4. The Association shall inform the IOC, without delay, of all events liable to hinder the application, in Guyana and elsewhere, of the Olympic Charter or otherwise affect the Olympic Movement.
- 20.5. The Association shall perform all tasks assigned to it by the IOC.
- 20.6. The Association will ensure that no one designated by governments or other public authorities shall be a member of its decision-making structure (Executive Committee, Council and/or General Meeting) and shall preserve its autonomy even if working or partnering with governmental or non-governmental entities.
- 20.7. The Association undertakes to comply with all rules and regulations of the IOC, the Olympic Charter and the World Anti-Doping Agency.

ARTICLE 21 – FINANCIAL YEAR

The financial year of the Association shall commence on January 1st of each year and end on December 31st of the same year

ARTICLE 22 – FUNDS AND PROPERTY

- 22.1. All property and funds of the Association shall be vested in the Association.
- 22.2. The property of the Association may only be sold, conveyed or otherwise disposed of on the recommendation of the Executive Committee and the approval of the Council.
- 22.3. The Executive Committee is authorised to negotiate bank overdrafts, loans and similar transactions, after which approval of the Council shall be sought and such approval shall be noted in the minutes of the Council Meeting, before finalisation of the transaction
- 22.4. All disbursements from the funds of the Association shall be made in accordance with the levels of authority as approved by Council and recorded in ***Schedule 3 - Financial Regulations***
- 22.5. All cheques shall be signed by either the Treasurer or Assistant Treasurer and any other Officer designated by the Executive Committee.
- 22.6. The funds of the Association shall be held in accounts in the name of the Association, and shall be invested in accordance with the recommendations of the Executive Committee which are approved by Council
- 22.7. The Association may, from time to time, appoint Trustees which appointment shall be recorded in the Minutes of a Council Meeting and enshrined in a Trust Deed. Such Trustees may hold immovable and/or other property and/or assets on behalf of and for the benefit of the Association. The Association may from time to time appoint new Trustees.

22.8. The Trustees shall hold, acquire and/or dispose or sell or otherwise deal with such immovable property or assets as the Trustees may from time to time be directed; such direction having been, recommended by the Executive Committee and approved by Council.

ARTICLE 23 – FINANCE COMMITTEE

23.1. The Finance Committee shall comprise five (5) members, of which there must be at least one (1) of each gender, nominated by the Executive Committee and ratified by Council at the first Council Meeting after the Electoral General Meeting.

23.2. Members shall be a [Describe qualifications – accounting knowledge or experience?]

23.3. The term of the members shall be four (4) years.

23.4. The Committee shall have the authority and responsibility to conduct any audit it deems necessary to perform and such other duties as may be assigned to it by the Executive Committee.

23.5. The responsibilities of the Finance Committee include:

23.5.1. assisting the Treasurer with preparation of the Association’s annual budget;

23.5.2. monitoring the integrity of the Association’s financial statements;

23.5.3. reviewing the external auditor’s report

23.6.[Anything else?]

ARTICLE 24 - DISCIPLINARY BOARD

- 24.1. At the first Council meeting after the Electoral General Meeting, the Council shall appoint a Chairman, a Recording Secretary and three other persons to form a Disciplinary Board; the composition of which shall include at least two (2) persons of each gender
- 24.2. Any three (3) members of the Board shall form a quorum
- 24.3. The function of that Board is to adjudicate any matter which is referred to it by the Executive Committee or Council, including but not limited to:
 - 24.3.1. any breach of discipline, infringement of the rules or unsportsmanlike conduct involving a person under the direct control of a Constituent Member;
 - 24.3.2. failure of a Constituent Member to observe the proper carrying out of its own Constitution especially in respect of the holding of General Meetings and election of Office Bearers. In matters falling under this section, the Committee must first call on the Constituent Member to carry out its obligation;
- 24.4. The Board shall, prior to the commencement of any enquiry, determine its own Rules and Procedures of Operation which shall be consistent with this Constitution and the Olympic Charter; which shall be recorded

- 24.5. The Board shall hold an enquiry which shall reach a decision with due regard to any evidence and/or facts found.
- 24.6. The Board shall have the power to recommend such sanction which the circumstances may deem warranted, including, but not limited to: suspension or disqualification, and/or the debarring of any member or person from all activities governed, controlled or organised by the Association, fining, reprimand or warning.
- 24.7. Such decision and any recommendation shall be sent in writing to the Executive Committee or Council (whichever was the Referring Authority) within seven (7) days of the decision. If the disciplinary action has been taken against an individual, such decision and recommendation shall also be sent in writing to the person and the Constituent Member to which he/she belongs within seven (7) days of the decision.

ARTICLE 25 – APPEALS

- 25.1. At the first Council meeting after the Electoral General Meeting, the Council shall appoint a Chairman and six other persons to form an Appeals Board; each gender being represented by at least two (2) persons.
- 25.2. The Appeals Board shall include at least two persons with judicial competence and two persons with competence in sports administration.
- 25.3. The function of the Appeals Board shall be to hear appeals to the decisions of the Disciplinary Board.

- 25.4. Any three members of the Board shall form an Appeals Panel to hear appeals; such Panel including at least one person with judicial competence, one person with sports competence and one person of each gender.
- 25.5. Any person dissatisfied with the decision of the Disciplinary Board shall have a right of appeal through his/her Constituent Member.
- 25.6. No one can appeal except through his/her Constituent Member.
- 25.7. In the case of a Constituent Member being subject to disciplinary action, they may appeal directly to the Appeals Board
- 25.8. The Appeal shall set out the grounds on which the Appeal is brought.
- 25.9. Notice of Appeal must be made in writing to the Secretary General of the Association within seven (7) days of the receipt by the Constituent Member of the decision.
- 25.10. The Appeals Panel shall have the power to affirm, vary or reject the decision of the Disciplinary Board.
- 25.11. Subject to the provisions of Article 26, all decisions of the Appeals Panel shall be final and legally binding.

ARTICLE 26 – COURT OF ARBITRATION FOR SPORT - CAS

- 26.1. Any decision, for which the Appeals process has been exhausted, may be submitted, by either party, to the Court of Arbitration for Sport in Lausanne, Switzerland for resolution.
- 26.2. The appeal shall be lodged within twenty-one (21) days after the receipt of the decision of the former appeal.
- 26.3. All decisions of the Court of Arbitration for Sport shall be final and legally binding.

ARTICLE 27 – ALTERATION AND/OR ADDITION OF ARTICLES

- 27.1. Proposals for alteration and/or addition of articles may be made by the Executive Committee, Constituent Members or Council.
- 27.2. Proposals made by a Constituent Member must be seconded by another Constituent Member
- 27.3. Any alterations and additions to these Articles shall be made by resolution passed at a Special General Meeting called for that purpose.
- 27.4. Such Special General Meeting shall be called in accordance with the provisions of Articles 11.4.3 and 11.4.4 and a copy of each proposal shall be sent to every Member with the notice convening the meeting.
- 27.5. Any amendment to this Constitution shall require a majority vote of all of the Constituent Members entitled to attend and vote.

- 27.6. Any amendment to this Constitution shall be submitted to the IOC for its approval.

ARTICLE 28 – ALTERATION AND/OR ADDITION OF SCHEDULES

- 28.1. Any alterations and additions to the Schedules shall be passed at any Council or General Meeting.
- 28.2. A copy of each proposal shall be sent to every Member with the notice convening the meeting.
- 28.3. Any amendment to the Schedules shall require a majority vote of all of the Constituent Members entitled to attend and vote.

ARTICLE 29 – AFFILIATIONS

The Association shall be affiliated to the following bodies: -

- 29.1. The International Olympic Committee;
- 29.2. The Pan American Sports Organisation;
- 29.3. The Commonwealth Games Federation;
- 29.4. The Central American & Caribbean Sports Organisation;
- 29.5. The South American Games Organisation; and

- 29.6. Such other Regional and International bodies as may be found necessary or desirable.

ARTICLE 30 – GUYANA OLYMPIC ASSOCIATION INC.

- 30.1. Guyana Olympic Association Inc. (GOA Inc.) was established under the Companies Act of Guyana to be the legal owner of the movable and/or immovable property that may be so assigned by the Members of the Guyana Olympic Association.
- 30.2. In all matters, this Constitution shall supersede the By-Laws of the GOA Inc.

ARTICLE 31 – INTERPRETATION OF THE CONSTITUTION

- 31.1. The decision of the Council as to the meaning and effect of any Article or sub-Article of the Constitution shall be final and conclusive and legally binding and in accordance with the Olympic Charter.
- 31.2. If there is any doubt of the implication or of any interpretation of these Articles or if there is any contradiction between the Articles and the Olympic Charter, the latter shall take precedence.

PASSED BY RESOLUTION at the General Meeting of the Association held at Georgetown, Guyana on this [date, 2020].

SIGNATURES: (SGD.)

K. A. Juman-Yassin, President
..., Vice-President
..., Vice-President
..., Treasurer
..., Assistant Secretary
..., Assistant Treasurer
..., Secretary General
..., Honorary Life Member
..., Guyana Tennis Association
..., Amateur Athletic Association of Guyana
..., Guyana Amateur Weightlifting Association
..., Guyana Table Tennis Association
..., Guyana Cycling Federation
..., Guyana Hockey Board of Control
..., Guyana Rugby Football Union
..., Guyana National Rifle Association
..., Guyana Taekwondo Association

SCHEDULE 1 - CONSTITUENT MEMBERS

- Athletics Association of Guyana
- Guyana Amateur Bodybuilding Federation
- Guyana Amateur Boxing Association
- Guyana Amateur Swimming Association
- Guyana Amateur Weightlifting Association
- Guyana Badminton Association
- Guyana Baseball League
- Guyana Basketball Federation
- Guyana Canoe Federation
- Guyana Cycling Federation
- Guyana Fencing Federation
- Guyana Football Federation
- Guyana Hockey Board of Control
- Guyana Judo Federation
- Guyana Karate Federation
- Guyana Tennis Association
- Guyana National Rifle Association
- Guyana Netball Federation
- Guyana Rugby Football Union
- Guyana Squash Association
- Guyana Table Tennis Association
- Guyana Taekwondo Association
- Guyana Volleyball Federation

**SCHEDULE 2 - CONSTITUENT MEMBERS' ANNUAL
SUBSCRIPTION**

The Annual Subscription, paid by Constituent Members, to the Association, shall be twelve thousand dollars (G\$12,000)

SCHEDULE 3 - FINANCIAL REGULATIONS

[Garfield]

Possible sources:

<https://swni.org/sites/default/files/2016-05/Guide%20to%20financial-controls-policies%20-%20Cindy%20Cumfer.pdf>

<https://www.propelnonprofits.org/resources/financial-policy-guidelines-example/>

https://digitalcommons.usm.maine.edu/cgi/viewcontent.cgi?article=1051&context=muskie_capstones

<https://www.compasspoint.org/sites/default/files/documents/Guide%20to%20Fiscal%20Policies%20and%20%20Procedures.pdf>