

**THE REPUBLIC OF TRINIDAD AND TOBAGO**

**CONSTITUTION AND RULES GOVERNING**

**THE TRINIDAD AND TOBAGO  
TARGET ARCHERY FEDERATION**

1st December, 1991



Amended

- (1) March 28, 2005
- (2) October 17, 2011
- (3) June 10, 2013

## **1 NAME**

- 1.1 The organization shall be called "The Trinidad and Tobago Target Archery Federation" hereinafter called the Federation and also know as TTTAF.

## **2 PATRON**

- 2.1 The President of the Republic of Trinidad and Tobago, if he accepts, shall be the patron of the Federation.

## **3 OBJECTIVES**

The objectives of the Federation shall be:-

- 3.1 To encourage, develop and control amateur Target Archery in Trinidad and Tobago and promote the best interest of the sport and the well-being of its members.
- 3.2 To encourage participation in regional and international games, participation in which will enhance Trinidad and Tobago's position in the international sporting arena.
- 3.3 To arrange and provide for the holding of courses, meetings, lectures and classes and the training of coaches, and to arrange for demonstrations of target archery to encourage the practice of target archery.
- 3.4 To arrange for international, regional, local, and other tournaments and to select teams to represent the Federation.
- 3.5 To specify the equipment to be approved for use in the training and practice of target archery.
- 3.6 To procure to be written or made printed and published or to circulate gratuitously or otherwise, reports, periodicals, books, films, pictures and instructional matter of any kind dealing with the sport of target archery.
- 3.7 To define the status of amateur archer and deal with any abuses in amateur archery.
- 3.8 To procure and maintain membership in such international, regional, or local bodies in which membership is likely to be in the best interest of target archery in Trinidad and Tobago.
- 3.9 To collect and accept funds and subscriptions, grants, donations, gratuities, gifts of money or other property for the purpose of the functioning of the Federation
- 3.10 To borrow and raise money in such manner as the Federation may think fit.
- 3.11 To print and publish any newspapers, periodicals, books, or leaflets that the Federation may think desirable for the promotion of its objectives.

- 3.12 To do all such lawful things as are incidental or conducive to the attainment of the above objectives or any of them.

#### **4 AFFILIATION**

The Federation shall be affiliated to World Archery (the International Archery Federation), the Trinidad and Tobago Olympic Committee, the Trinidad and Tobago Paralympic Committee, World Archery Americas (the Panamerican Archery Confederation) and to any other recognized body, membership of which is in the opinion of the Federation, likely to promote the best interests of target archery in Trinidad and Tobago.

#### **5 MEMBERSHIP**

- 5.1 Membership shall be open to individuals, clubs, organizations, archery associations (being an association of clubs who are not members of the Federation but who are members of the association) and similar bodies in Trinidad and Tobago practicing target archery and who have been accepted as members in accordance with the rules of the Federation.

5.2 MEMBERSHIP SHALL BE CLASSIFIED AS FOLLOWS:-

5.2.1 Full Members.

Individuals who have been accepted as members in accordance with the rules of the Federation. Each Full Member shall have one vote.

5.2.2 Club Members.

Archery Clubs who have been accepted as members in accordance with the rules of the Federation. The club is allowed to have one (1) representative who may be the current and presiding President or General Secretary attend membership meetings. Each Club Member shall have one vote.

5.2.3 Associate Members.

Organizations, archery associations and similar bodies who have been accepted as members in accordance with the rules of the Federation. Each Associate Member is allowed to have one (1) representative present at membership meetings. Associate Members shall have no voting rights.

5.2.4 Youth Members.

Individuals who are under the age of eighteen (18) and who have been accepted as members in accordance with the rules of the Federation. Youth Members shall have no voting rights.

5.2.5 Honorary Members

Honorary Membership to the Federation may be conferred by the Executive on any person for special service to the Federation or to Target Archery in Trinidad and Tobago. Honorary Members shall have no voting rights.

- 5.3 Applications for Full, Club, Associate and Youth Membership must be submitted to the Executive Committee for approval.

#### 5.4 CONDITIONS OF CLUB MEMBERSHIP

- 5.4.1 The constitution of each club must be acceptable to the Federation and changes must be notified.
- 5.4.2 The names and addresses of office-bearers and representatives must be sent to the General Secretary whenever changes are made. In the case of archery associations changes in membership must be notified.
- 5.4.3 In special circumstances where such bodies are not constituted, the Federation in its discretion may accept applications for membership.
- 5.4.4 In the case of clubs the minimum number of registered members must be five (5).
- 5.4.5 The club must identify the grounds intended to be used as a shooting range along with range safety rules. These grounds shall be inspected by two members of the Executive Committee prior to approval.

#### 5.5 ELECTION TO MEMBERSHIP

- 5.5.1 Applications for membership must be made in writing to the General Secretary and must be on the prescribed form.
- 5.5.2 The annual subscription fee must be paid at the time the application is lodged with the General Secretary.
- 5.5.3 To secure election, applicants for Full, Youth, Club and Associate Membership must receive the affirmative vote of not less than two-thirds of those present at an Executive Committee Meeting and entitled to vote.
- 5.6 Members successfully elected will hold a Provisional Membership for a period of thirty (30) days.
- 5.7 Provisional Membership will be converted to permanent membership once no concerns or objections have been raised by other voting members which shall be made in writing to the General Secretary. The Executive Committee shall make the final determination after consideration at the following Executive Committee Meeting.
- 5.8 Former members may rejoin on such terms as the Executive Committee may decide.

#### 5.9 RESIGNATION

- 5.9.1 Notice of resignation of Full, Youth, Club and Associate Members must be lodged with the General Secretary in writing by giving fourteen (14) days notice.

## **6 EQUIPMENT**

- 6.1 The Federation must approve all equipment to be used by members and members must use only equipment approved by the Federation.
- 6.2 The Executive Committee shall be guided by the World Archery Constitution and Rules in deciding what equipment is deemed appropriate.

## **7 OFFICERS**

### **7.1 Executive Officers**

- 7.1.1 The Executive Officers shall be the President, Vice-president, General Secretary, Treasurer, and three (3) committee members, all of whom shall be elected at the Annual Membership Meeting.
- 7.1.2 All Executive Officers shall be Full Members of the Federation and shall serve for a term of Two (2) years. Executive Officers shall be eligible for re-election every term.

### **7.2 THE PRESIDENT**

- 7.2.1 The President shall preside at meetings of the Federation.
- 7.2.2 He/she shall also be responsible for correspondence with regional and international bodies.

### **7.3 THE VICE-PRESIDENT**

- 7.3.1 The Vice-president shall keep a Register of all Members of the Federation showing full particulars of the names and addresses and of the amounts due to the Federation in respect of subscriptions and fees.
- 7.3.2 He/she shall also keep a register of the Officers and/or representatives of each member club, organization and similar body

### **7.4 THE GENERAL SECRETARY**

- 7.4.1 The General Secretary shall be responsible to the Executive Committee for the administrative and secretarial work of the Federation.
- 7.4.2 The General Secretary shall keep minutes of all Executive Committee Meetings and shall obtain from the chairperson of all sub-committees copies of minutes of meetings of the sub-committees.

- 7.4.3 The General Secretary shall deal with all correspondence of the Federation as directed by the Executive Committee and maintain the necessary files. Correspondence older than seven (7) years may be destroyed by order of the Executive Committee.
- 7.4.4 The General Secretary shall be responsible for maintaining annual registration under the Companies Act of Trinidad & Tobago.

## 7.5 THE TREASURER

- 7.5.1 The Treasurer shall keep accounts of all property belonging to the Federation and of all monies received or expended. These accounts shall be audited annually and submitted at the Annual Membership Meeting. Copies shall be sent to the Officers and to all Members not later than fourteen (14) days before the date of the Annual Membership Meeting.
- 7.5.2 The Treasurer shall present a Financial Report at each Executive Committee Meeting.

## 7.6 THE COMMITTEE MEMBERS

- 7.6.1 The Committee Members shall assist the Secretary and/or Treasurer as is requested by the President. He/she can be called upon to perform the duties of either Executive Officer if need be and any other duties as may be assigned to him/her.

## 7.7 THE IMMEDIATE PAST PRESIDENT (Non-Executive)

- 7.7.1 The Immediate Past President shall be the last President of the Federation to vacate that post and shall serve from the time he/she ceases to be President until a new Immediate Past President comes into being.
- 7.7.2 He/she shall be entitled to attend all executive meetings of the Federation but shall have no voting rights.

- 7.8 The Executive Officers shall be elected at the Annual Membership Meeting by a simple majority after being nominated and seconded by two (2) separate voting members at the meeting. Any person so nominated must be present or shall be nominated using the official Nomination Form. Nomination Forms shall be submitted to the General Secretary at least fourteen (14) days prior to the Annual Membership Meeting and must be signed by the nominee, the proposer and the seconder. Persons nominated may decline the nomination by not signing the nomination form.

- 7.9 All Executive Officers shall serve from the close of the Annual Membership Meeting at which they are elected until all the business of the succeeding Annual Membership Meeting has been transacted and the Annual Membership Meeting closed.

- 7.10 Should an Executive Officer vacate his/her seat before the end of his/her term, a new officer may be elected at the Annual Membership Meeting, but would serve for a period equal to the remainder of the vacating Executive Officer's term.

- 7.11 An officer may resign by giving thirty (30) days notice in writing to the General Secretary.

- 7.12 Removal of an executive officer.

- 7.12.1 Any Officer who has been absent from 3 meetings of the Executive without reasonable cause during one (1) calendar year shall be deemed to have resigned.
- 7.12.2 The Executive Committee may recommend to the membership the removal from office of any Executive Officer who refuses to carry out any of the functions of that office after being requested to do so or whose performance is unsatisfactory or inimical to the interest of the Federation. An Executive Officer may be removed from office only at a Special Membership Meeting called for the purpose. A simple majority vote of those members present will decide the motion.
- 7.13 The Executive Committee shall have power to fill any vacancy arising at any time between Annual Membership Meetings.
- 7.14 The Executive Committee shall have the power to appoint representatives or delegates to represent the Federation in any capacity including representatives on bodies to which the Federation is affiliated or in such matters requiring representation of the Federation.

## **8 MANAGEMENT**

- 8.1 The supreme authority of the Federation shall be vested in the Executive Committee which will meet at least bi-monthly or at a Special Executive Committee Meeting and shall comprise the Officers of the Federation.

### **8.2 FUNCTIONS**

The functions of the Executive Committee shall include the following:-

- 8.2.1 To carry out the objectives of the Federation as stated above.
- 8.2.2 To pay remuneration to any official or employee of the Federation and the expenses of any official or employee or member of the Executive who performs services to the Federation, provided that no payment from income shall be made to any official or member of the Executive other than payment for expenses incurred on behalf of the Federation.

### **8.3 SUB-COMMITTEES**

- 8.3.1 The Executive Committee shall have power to appoint sub-committees as it shall deem necessary and shall appoint a chairperson for each sub-committee. Members of all sub-committees shall serve from the date of their appointment until such time as the said appointments are revoked or until further appointments are made by the Executive Committee which shall be done no later than ninety (90) days before the Annual Membership Meeting. Members of all sub-committees shall be eligible for re-appointment.

#### **8.3.2 Each Sub-Committee shall:-**

- 8.3.2.1 Elect a General Secretary from among its members.
- 8.3.2.2 Act on terms of reference laid down by the Executive Committee.

8.3.2.3 Report at each meeting of the Executive Committee.

## **9 MEETINGS**

### **9.1 ANNUAL MEMBERSHIP MEETING**

9.1.1 The President shall be Chairman of the Annual Membership Meeting. In his absence or at his request the Vice-president or failing him the Secretary shall take the chair.

9.1.2 The Annual Membership Meeting shall be held no later than 31<sup>st</sup> March in every year.

#### 9.1.3 Voting Power

9.1.3.1 The voting members at the meeting shall be the Full Members and the Club Members each of whom shall have one vote. Should there be a tie, the Chairman shall have a tie-breaking vote.

9.1.3.2 Any member whose annual fee has not been paid by the date of the meeting shall not be eligible to vote.

#### 9.1.4 Other Business

9.1.4.1 Members may submit items for discussion under the heading of "Any other business" provided that such items are received by the General Secretary not later than fourteen (14) days prior to the date set for the meeting.

#### 9.1.5 The following business shall be transacted:

9.1.5.1 Approval of the Minutes of the previous Annual Membership Meeting.

9.1.5.2 Adoption of the Audited Accounts of the Federation.

9.1.5.3 Appointment of auditors.

9.1.5.4 Adoption of the Annual Report of the Executive Committee.

9.1.5.5 Amendments to the Federation's Constitution and Rules.

9.1.5.6 Any other business.

9.1.5.7 Election of Executive Officers for the ensuing year.

### **9.2 SPECIAL MEMBERSHIP MEETING**

9.2.1 The Executive Committee may, whenever they think fit, instruct the General Secretary to convene a Special Membership Meeting of the Federation.



- 9.2.2 A Special Membership Meeting may also be convened upon requisition made to the General Secretary of the Federation in writing signed by individuals representing at least one third of the Full Members. Any such requisition must express the object of the meeting proposed to be called, and upon receipt of such requisition the General Secretary shall forthwith proceed to convene a Special Membership Meeting stating the place, the hour and day of meeting and the purpose for which such meeting is to be called.
- 9.2.3 No business shall be transacted at that meeting other than that specified in the notice or incidental thereto.
- 9.2.4 The rules governing the conduct of this meeting shall be those of the Annual Membership Meeting.

### 9.3 EXECUTIVE COMMITTEE MEETINGS

- 9.3.1 Executive Committee Meetings shall be held bi-monthly and shall be convened by the General Secretary.
- 9.3.2 Decisions taken at these meetings shall be by a simple majority.
- 9.3.3 The President shall be Chairman of the Executive Committee Meeting. In his absence or at his request the Vice-president or failing him the Secretary shall take the chair.
- 9.3.4 Each Executive Officer shall have one vote. The Chairman shall have an original and a casting vote.

### 9.4 NOTICE

- 9.4.1 Written notice of meetings shall be given to all Members and Officers as follows:
  - 9.4.1.1 Annual Membership Meetings: Not less than fourteen (14) days and not more than twenty-eight (28) days.
  - 9.4.1.2 Special Membership Meetings: Not less than fourteen (14) days and not more than twenty-one (21) days.
  - 9.4.1.3 Executive Committee Meetings: Not less than Three (3) days.
- 9.4.2 The notice of the Annual Membership Meeting shall include:
  - 9.4.2.1 The minutes of the previous Annual Membership Meeting.
  - 9.4.2.2 The audited accounts report.
  - 9.4.2.3 Any proposed amendments to the constitution.
  - 9.4.2.4 Any items for discussion under other business
- 9.4.3 Notice for meetings may be done by e-mail, postal mail or hand delivery.

## 9.5 QUORUMS

### 9.5.1 Special Membership Meetings

One third of the voting power of the Membership shall form a quorum. If after half-an-hour for the time appointed for a meeting a quorum is not present, the meeting stands adjourned to the same time, and seven (7) days hence. If at the adjourned meeting a quorum is not present at the prescribed time, a period of half-an-hour's grace shall be granted and after this period has elapsed the persons present shall form a quorum.

### 9.5.2 Executive Committee Meetings

The quorum for all meetings of the Executive Committee shall be four Executive Officers.

## 9.6 ATTENDANCE

### 9.6.1 Annual Membership Meetings

Youth, Associate and Honorary members shall be entitled to attend but not to vote at Membership Meetings. Such members may only speak at a meeting if invited to do so by the Chairman.

### 9.6.2 Executive Committee Meeting

The Executive Committee shall have the power to invite any person to attend and/or speak but not to vote at any Executive Committee Meeting.

## 9.7 VOTING

9.7.1 Unless otherwise stated, voting on decisions at meetings shall be made with a two-thirds majority.

## 9.8 CONDUCT OF MEMBERS AT MEETINGS.

9.8.1 The vote of the chairman and two other voting members is required to determine that a member is out of order. The following actions may be taken in this case:

### 9.8.1.1 Executive Committee Members.

9.8.1.1.1 The member is ejected from the meeting.

9.8.1.1.2 The member is suspended from the Committee.

### 9.8.1.2 Full, Youth, Club, Associate and Honorary Members.

9.8.1.2.1 The member is ejected from the meeting.

9.8.1.2.2 The member is fined an amount not to exceed five hundred dollars (\$500). This fine shall be paid within three (3) months.

9.8.1.2.3 The member is suspended from the Federation.

9.8.1.2.4 The member is expelled from the Federation.

## **10 FINANCE**

10.1 The Executive Committee shall have the power to incur such expenses as it deems necessary or desirable. Such expenses shall be paid out of funds comprising monies received and subscriptions and other fees payable annually by Members.

## **11 FINANCIAL YEAR**

11.1 The Financial year of the Federation shall be from the 1st January of one year to 31<sup>st</sup> December of the same year.

## **12 TRUSTEES**

12.1 The Executive Officers of the Federation shall be the Trustees of the Federation in whom shall be vested all funds and property of the Federation.

12.2 The Trustees shall adopt such measures in the interest of the Federation as directed by the Executive Committee of the Federation and shall be indemnified by the Federation against every liability reasonably and properly incurred or suffered by them on behalf of the Federation.

12.3 The Trustees may be authorized to negotiate bank overdrafts, loans and similar transactions by the Executive Committee.

## **13 FEES AND SUBSCRIPTIONS**

13.1 Except where otherwise expressly stated, all fees and subscriptions shall be fixed by the Executive Committee from time to time as they deem necessary.

## **14 PAYMENT**

14.1 Membership fees and renewal subscriptions shall become due and payable to the Treasurer not later than 15 days after the start of the Financial Year.

14.2 All other fees authorized by the Executive Committee shall become due and payable to the Treasurer not later than 15 days after they become due.

## **15 BANK ACCOUNT**

- 15.1 Monies shall be lodged in a Bank approved by the Executive Committee in the name of the Federation.
- 15.2 All monies shall be paid to the Treasurer who shall deposit them as soon as possible in the said Bank account.
- 15.3 Funds shall be withdrawn from the said bank account on the signatures of the Treasurer and any other authorized Officer.
- 15.4 The Treasurer shall present a Financial Report at each Executive Committee Meeting.

## **16 AUDITORS**

- 16.1 An Auditor shall be appointed each year at the Annual Membership Meeting for the purpose of certifying the Accounts of the Federation.

## **17 RULES**

- 17.1 The General Secretary shall furnish all member clubs, organizations, archery associations or similar bodies with a copy of the rules of the Federation and the rules of the sport for the time being authorized by the Federation.

### **17.2 RULES OF THE SPORT**

The rules of the sport shall be the Rules made, and from time to time revised and issued under the authority of the World Archery (International Archery Federation), and all members shall be bound to practice the sport of target archery in accordance with, and shall be bound by these Rules.

### **17.3 INTERPRETATION OF THE RULES OF THE FEDERATION**

The Executive Committee of the Federation shall be the sole authority for the interpretation of these Rules and any Bye-laws and regulations made thereunder and the decision of the Executive Committee upon any question of interpretation and upon any matter affecting the Federation and not provided for by these Rules or Bye-laws or Regulations made thereunder shall be final and binding on every member.

### **17.4 ALTERATION OF THE RULES**

These Rules shall be the rules of the Federation and no new rule shall be made nor any existing rule amended or rescinded except by resolution of an Annual Membership Meeting or Special Membership Meeting, passed by a two-thirds majority of the voting power of the Federation. Notice of any alteration intended to be proposed at an Annual Membership Meeting or Special Membership Meeting must be given in writing to the General Secretary six (6) weeks prior to the date of and included in the notice convening such meeting.

## **18 BY-LAWS**

- 18.1 The Federation will publish and make available to all members the By-Laws of the organization. By-Laws are defined as additional rules not governed by the Constitution & Rules and intended to allow for the effective management of the Federation.
- 18.2 The By-Laws may only be changed by the Executive Committee at an Executive Committee meeting.
- 18.3 Any addition or change to the By-Laws must first be proposed at an Executive Meeting or sent to the General Secretary for circulation fourteen (14) days prior to the Executive meeting. The proposed addition or change shall be voted on at the next Executive Meeting for inclusion in the Federation's By-Laws.
- 18.4 If there is any conflict between the By-Laws and the Constitution & Rules, the Constitution & Rules shall take precedence.

## **19 BREACH OF RULES**

### **19.1 GENERAL**

- 19.1.1 Where any allegation of misconduct, breach of rules or by-laws or of any act prejudicial to the best interest of the Federation is received in writing by the General Secretary he shall within nine (9) days summon all persons concerned and cause the matter to be heard by the Disciplinary Committee.
- 19.1.2 In the case of Full, Club or Associate members, they may be represented at the hearing by anyone of their officers, but where deemed necessary by the General Secretary certain of their members may be specifically summoned and such witnesses may be called on their behalf as they may see fit. Youth members shall be accompanied by one of their parents or guardians.
- 19.1.3 The Disciplinary Committee may summon such witnesses as it may require to appear at the hearing and give evidence.
- 19.1.4 The Disciplinary Committee shall consist of three members including the General Secretary who shall be the Chairman. The quorum for this Committee is two (2) members, one of whom must be the Chairman.
- 19.1.5 The Disciplinary Committee shall have power to deal ex parte with all matters.
- 19.1.6 The Disciplinary Committee shall have power to fine, suspend, censure and/or reprimand a member found guilty as charged and, in like manner, any officer thereof may be suspended for such period as the Committee seems fit.
- 19.1.7 The decision of the Disciplinary Committee is final and binding unless reversed or amended on appeal.

### **19.2 APPEALS**

- 19.2.1 The Executive Committee shall have the power to hear and determine any appeal against a decision of the Disciplinary Committee.
- 19.2.2 Notice of appeal must be made in writing and must reach the General Secretary not later than ten (10) days after the announcements of the decision appealed against.
- 19.2.3 The notice of appeal shall be accompanied by such fees as are determined by the Executive Committee from time to time.
- 19.2.4 The notice of appeal shall specify the ground(s) of appeal.
- 19.2.5 The General Secretary shall include the hearing of the appeal on the agenda of the next forthcoming bi-monthly meeting of the Executive Committee unless the same is carded for a date less than eight (8) days from receipt of the notice of appeal. In such case the appeal shall be heard at the bi-monthly meeting next following.
- 19.2.6 The appeal shall take the form of a revision of the evidence only and no witnesses or oral testimony shall be received.
- 19.2.7 The Executive Committee shall have power to confirm, increase, vary, amend or reverse any decision of the Disciplinary Committee, and/or to order the name of the offending member, official or archer to be removed from the Federation's register or dealt with in such manner as the Executive Committee may think fit. However, nothing in the clause shall be interpreted so as to give the Executive Committee the power to order a retrial of the matter.

### 19.3 REINSTATEMENT

- 19.3.1 A member, official or archer removed from membership as above shall be restored to membership only on the affirmative vote of the officers present and voting at an Executive Committee Meeting. An application for restoration of membership will not be entertained within three (3) months of the date of removal there from.

## 20 COMPETITIONS

- 20.1 The form, content, equipment, rules and scoring of all TTTAF competitions shall be approved by the Executive Committee prior to the commencement of such competition.
- 20.2 The exact dates of the start of all TTTAF competitions shall be fixed by the Executive Committee and entries for such competitions must be sent to the General Secretary by dates to be fixed by the Executive Committee.

## 21 TOURS AND TOURNAMENTS

- 21.1 Members shall not represent Trinidad and Tobago in the following areas without permission granted in writing by the Executive Committee:
  - 21.1.1 make overseas archery tours.

- 21.1.2 host or participate in archery tournaments with visiting teams.
- 21.1.3 organize, sponsor or participate in archery tournaments other than tournaments or competitions controlled or sanctioned by the Federation.
- 21.1.4 Permission granted to members with respect to any of the foregoing shall be subject to three-weeks' notice being given to the Federation and to any conditions laid down by and at the discretion of the Executive Committee.
- 21.2 The only archers allowed to hold themselves out as representing Trinidad and Tobago are those who have been so selected by the Federation.
- 21.3 Any invitation received by a member from overseas organizations which implies that the invitation is for archers to represent Trinidad and Tobago must be referred to the Federation for them to pursue.

## **22 QUALIFICATION FOR NATIONAL TEAM SELECTION**

- 22.1 To qualify for inclusion in a national team, an archer must be a Full Member of the Federation or a member in good standing of a Club Member and must:
  - 22.1.1 be a citizen of Trinidad and Tobago for at least one (1) year and the a holder of a valid Trinidad & Tobago passport, or
  - 22.1.2 have resided in Trinidad and Tobago for at least one year before the date of the competition and shall have the written permission of the Member Association, if any, of the country from which he has a valid passport, and
  - 22.1.3 must not have represented any other country at a World Ranking Tournament recognized by World Archery for at least one (1) year before the day of the competition, and
  - 22.1.4 have attained the required performance level as set by the Executive, and
  - 22.1.5 any other requirement as dictated by World Archery.

## **23 STATEMENTS TO THE MEDIA AND AFFILIATES**

- 23.1 No official, archer, referee or member of the Federation shall represent or criticise publicly the views of any of the Federation's business on the subject of target archery without the approval of the Executive Committee.
- 23.2 Any person so offending shall be guilty of misconduct.

## **24 DISSOLUTION**

- 24.1 The Federation may not be dissolved except by a two-thirds majority vote of the members taken at an Annual Membership Meeting or at a Special Membership Meeting called for that purpose.

- 24.2 If upon the winding up or dissolution of the Federation there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Federation, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Federation and which shall prohibit the distribution of its or their income and property among its or their members, such institution or institutions to be determined by the members of the Federation at or before the time of dissolution with the approval of the Board of Inland Revenue or, in default thereof, by such Judge of the Supreme Court as may have or acquire jurisdiction in the matter and if and so far as effect cannot be given to the aforesaid, provision then to some charitable object.

## **25 ANTI DOPING**

- 25.1 Members of the Federation and members of Club Members shall adhere to the principles, intent and spirit of the World-Anti-Doping Code and the Trinidad & Tobago Anti-Doping Rules and Anti-Doping in Sport Act.

## **26 PARALYMPIC ARCHERS**

- 26.1 The Federation and members shall follow the codes outlined by the Trinidad & Tobago Paralympic Committee and the International Paralympic Committee
- 26.2 Efforts shall be made to include Paralympic archers as outlined by the World Archery rules.
- 26.3 Archery ranges shall have facilities suitable for members with disabilities.

## **27 CODE OF CONDUCT**

- 27.1 The Code of Conduct shall be outlined in the By-Laws.
- 27.2 Members must sign the Code of Conduct in order to represent the country or Federation at any event sanctioned by the Federation.
- 27.3 Breaches shall be handled under the Breach of Rules Clause.

## **28 CHILD PROTECTION**

- 28.1 The Federation shall ensure that two or more adults are present during all activities involving Youth Members.
- 28.2 Any parent or guardian of a Youth Member has the right to accompany him/her at any Federation activity.
- 28.3 Coaches and instructors must receive permission before touching any Youth Member for demonstration or instructional purposes.



## **29 GENDER EQUALITY**

29.1 The Federation and Club Members shall ensure facilities are suitable for female Members.

29.2 Coaches and instructors must receive permission before touching any female Member for demonstration or instructional purposes.

29.3 The Federation shall pursue programs to increase the level of female participation.