



**Confederación
De Tennis
De Centroamérica
Y El Caribe
(COTECC)**

CHARTER & BY-LAWS

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**Charter and By-laws of The Caribbean & Central America Tennis Confederation
(COTECC)**

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**CHARTER AND BY-LAWS
OF
THE CARIBBEAN & CENTRAL AMERICA TENNIS CONFEDERATION**

SECTION I. NAME, DURATION, DOMICILE.

- Article 1.** The Association shall be called the Caribbean and Central America Tennis Confederation.
- Article 2.** The acronym for the Caribbean and Central America Tennis Confederation shall be "COTECC".
- Article 3.** The duration of COTECC shall be indefinite.
- Article 4.** The legal domicile of the Confederation shall be the country of residence of the President.

SECTION II. AIMS OF COTECC.

- Article 5.** The purpose of COTECC is to encourage, lead, organize, govern, and promote the game of tennis; to organize, sponsor and/or regulate tournaments, championships, training programs and workshops for the National Tennis Federations of the Caribbean and Central America; and to keep affiliated to the International Tennis Federation, in its capacity of representative of the geographic area of the Caribbean and Central America.

The Main Objectives Of COTECC Shall Be:

- a) To encourage and promote the game of tennis within the Caribbean and Central America area, in any way suitable and convenient for the Federations/Associations members.
- b) To carry out all functions which the ITF entrust to the Confederation.
- c) To establish a calendar of events at all levels within the Region (and with respect to the international circuits extending beyond the Region, recommend events and calendars to the ITF, for its inclusion in such international calendars).
- d) To promote, establish and coordinate programs for development and education, within the Region.
- e) To represent its affiliate members in their dealings with the ITF, when it is requested to mediate on their behalf.

- f) To assure there shall be no racial, age, sexual orientation, religious or political discrimination in its programs and/or tournaments.
- g) To strengthen and develop bonds of friendship and cooperation among the Federation/Association members.
- h) To protect the interests of all Federation/Association members.
- i) To provide beforehand to its affiliates, information regarding the events and programs of the ITF.
- j) To explain and decide all doubtful points regarding the game or this by-laws and its regulation.
- k) To provide a detailed yearly report, regarding the sports and administrative activities as well as the investments of the funds acquired regardless the source.
- l) Within a term of thirty days, partially or fully resolve any petition of its affiliates.
- m) Strongly encourage its members to participate in ITF events and take the maximum advantage of the programs which it provides.
- n) To spread widely the “message” of ITF to other sports organizations, to the government sports and recreational ministries, the media and to the public.
- o) To administer any ITF funds, which the Confederation may receive, in such way as the ITF requires.
- p) To host and organize regional tournaments.
- q) To maintain a relationship with the international sports entities.
- r) To work according to the rules and regulations of the ITF.

SECTION III. AFFILIATES.

Article 6. The members of the Confederation can be all the National Federations of the Caribbean and Central America countries. They must have control and discipline over the game of tennis in their countries.

- a) For affiliation, each Federation/Association wishing to join COTECC, must submit a written application for membership, and copy of its constitution, to the President of the Confederation.

- b) Such membership shall be approved a at COTECC's next General Annual Meeting.
- c) By becoming member, the Federation/Association must accept in their entirety, and abide by, the existing Charter and By-laws of the Confederation.

Article 7.

COTECC shall have four sub-regions. All member of COTECC shall automatically be an affiliate of a sub-region. Changes to the structure of the sub-regions may be made, according to the provisions of Section XIII. The Charter and By-laws of each sub-region shall be approved by the Executive Committee of COTECC.

- a) Each sub-regional entity shall appoint its own officers and managed by its own Board of Directors, each one of them being chosen according to the provisions of its by-laws. Each sub-region shall define its own activities but shall coordinate with the other sub-regions through the executive Committee of COTECC.
- b) COTECC sub-regions are authorized by COTECC and shall exist to promote the purposes and policies of COTECC in the sub-regions where they are located. Its activities shall be consistent with the policies of COTECC. Its actions also shall be consistent with those of COTECC and may act on behalf of COTECC and handle all matters within its sub-region.
- c) The sub-regions shall establish quotas and raise sufficient funds for their needs. In the event of dissolution their assets shall revert to their National Associations. Each sub-region shall submit an annual report of its activities, as well as its account statement to the Annual General Meeting of COTECC. Furthermore they must provide to the Secretary of COTECC a complete list of its members, including current addresses, and name, address, email address, telephone and telefax numbers of the members of the Executive Committees, and the positions they have within the committee.
- d) The sub-regions shall be composed from the National Federations/Associations of its geographical area as follows:

REGION 1: Mexico

REGION 2: Central America. Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.

REGION 3: Northern Caribbean. The Bahamas, Bermuda, Cayman Islands, Cuba, Dominican Republic, Haiti, Jamaica, Puerto Rico.

REGION 4: Eastern Caribbean. Antigua & Barbuda, Aruba, Barbados, British Virgin Islands, Dominica, Grenada, Guyana, Netherlands Antilles, St. Lucia, St. Kitts & Nevis, St. Vincent & the Grenadines, Surinam, Trinidad & Tobago, US. Virgin Islands.

SECTION IV. OBLIGATIONS AND RIGHTS OF MEMBERS.

Article 8. The obligations of the members shall be:

- a) Faithfully abide the Charter and by-laws and the guidelines of COTECC.
- b) To be represented at all meetings of the Confederation.
- c) To pay membership quotas and fees in a timely manner. Failure to do so shall prevent the Member from participating in competitions or programs of COTECC.
- d) To honor any sanction imposed upon a player by his National Association.
- e) The Federations are complied to accept the assistance of the Caribbean and Central America Tennis Confederation.
- f) The Federations shall accept and honor all decisions taken by the Caribbean and Central America Tennis Confederation.

Article 9. Rights of Members.

- a) To participate in all meetings of COTECC, through its duly authorized Delegate(s).
- b) To request the call for the General Extraordinary Meetings.
- c) To elect the members of the Executive Committee.
- d) To have the support and advice of COTECC for the fulfillment of its programs.
- e) To place motions before the Annual General Meeting, according to article 11-F.
- f) To inform COTECC, regarding any sanction against its players, sanction which must be communicated to all its members, whom must accept and honor it, and commit its affiliated members to comply.

SECTION V. MANAGEMENT AND ADMINISTRATION OF COTECC.
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Article 10. All businesses of COTECC shall be governed by:

- a) The Annual General Meeting.
- b) Any Extraordinary General Meeting.

- c) An Executive Committee.
- d) A Committee appointed by the President.

Article 11. Annual General Meeting.

The Meetings shall be called by the Executive Committee, who will decide the place and date of celebration; with the understanding that the best efforts will be made in order to have it at the same place and during the same time of and event organized by the Caribbean and Central America Tennis Confederation.

- a) The agenda to the meeting shall be:
 1. Welcome and brief from the President
 2. Approve the minutes of the previous General Meeting.
 3. Receive the report from the Executive Secretary
 4. Receive the report from the Technical Secretary
 5. Receive the report from the Committees.
 6. Consider the acceptance of new members to the Confederation
 7. Consider the ejection of members.
 8. Every two years, elect the members of the Executive Committee.
 9. Consider all motions for changes to the incorporation and to the by-laws, and/or to the rules of competition, which had been duly submitted according to these by-laws
 10. To prepare and approve the final calendar of events, activities and competitions for the forthcoming year, as well as to propose the calendar for the following two years.
 11. To consider any other outstanding business.
- b) The Meeting will be attended by the members of the Executive Committee and by the Delegates of the National Federations/Associations.
- c) Each of the affiliated Federation/Association might be represented by no more than two Delegates. Each Delegate must be an individual member of the Federation/Association he represents.
- d) In order to have a right to vote at the meeting, it is indispensable to be a member of the ITF, and each Federation/Association will be entitled to votes according to the following table:

Mexico-5 votes

All other Federations/Associations that have participated in the following 4 events-3 votes:

Event 1: Junior Davis Cup and/or Junior Fed Cup (minimum in one; boys or girls)

Event 2: WJTC boys and/or girls (minimum in one)

Event 3: U12 COTECC-WILSON Team Competitions boys and/or girls (minimum in one; boys or girls)

Event 4: JITIC U18, U16, U14 boys and/or girls (minimum one player)

All other Federations/Associations that are full members of the ITF-2 votes

Federations/Associations that are associate members of the ITF-1 vote

Federations/Associations that are not members of the ITF-0 votes

- e) The Federation/Association members, and the Executive Committee, may present motions to the Meeting.
- f) Any Federation/Association intending to present a motion before the Annual General Meeting, should have to send it to the Secretary 40 days prior to the date to hold the Annual General Meeting.
- g) At least one month prior to the date of the Annual General Meeting, the Executive Committee must send to each member Federation/Association notice for said Assembly with a copy of the Agenda to be discussed, including a copy of the or all motions, proposed amendments to the by-laws.
- h) Under extreme circumstances additional motions may be presented before the Meeting, provided that the Executive Committee present them and subject to the agreement of the majority of the Delegates.
- i) Unless otherwise provided herein, approval of a motion must require the favorable vote of the simple majority of the voters attending.
- j) The official languages of the Meeting will be Spanish and English, and simultaneous translation will be provided.
- k) The quorum for the Annual General Meeting shall be constituted with the attendance of 40% of its total affiliates eligible to vote, but the amendments to the by-laws will be provided for by article 29 of these by-laws.

- 1) The Executive Committee shall call to the Meeting in writing, at least sixty (60) days prior to the date of celebration.

Article 12. Extraordinary General Meeting.

- a) The Executive Committee may call to a General Extraordinary Meeting of the Federation/Association affiliated, at any time or upon receiving a written request from at least one third (1/3) of the member Federations/Associations.
- b) No additional business to those provided for in the agenda, shall be dealt in the Meeting.

- c) Notice for an Extraordinary General Meeting shall be given to the Federation/Association member with at least one month anticipation.
- d) The notice or call shall contain the agenda for the Meeting.
- e) To consider an Extraordinary General Meeting legally constituted, there shall be present at least 40% of the Affiliates, in first or ulterior call.
- f) The Executive Committee may, if extremely urgent, shorten the time for notice to said Meeting.

SECTION VI. EXECUTIVE COMMITTEE.

Article 13.

- a) The Confederation shall have five elected officers, President, First Vice-President, Second Vice-President, two (2) DIRECTORS, all of them elected to serve for a period of two years. The Executive Committee shall be comprised of these five elected Officers, the most recent past President and the President of each sub-Region or the designated person. It is understood that each member of the Executive Committee cannot have more than one position within the Confederation.
- b) Should any of the appointed members to the Executive Committee, lose the support from his/her Federation/Association, such Federation/Association, can present a motion in the next AGM for the removal of said person from the Executive Committee. Except in instances of bankruptcy or physical or mental incapacity; in which case the executive committee will precede with the removal. If any member of the Executive Committee was removed according to the situation presented above, the nomination of his / her replacement shall be done according to the provisions of article 15 of these by-laws. The appointment or replacement shall be subject to articles 15 c), e) and f) of these by-laws and will be confirmed by the next General Assembly.

Article 14. **Honorary Life Director.**

The distinction of Honorary Life Director, may be awarded for special services rendered in connection with the Caribbean and Central America Tennis.

- a) Candidates shall be nominated only by the Executive Committee.
- b) This distinction shall be conferred only at the Annual General Meeting.
- c) Election shall require four fifths (4/5) majority of those voting.

- d) The ballot shall be secret.
- e) Honorary Life Counselors shall be entitled to participate in the Executive Committee Meetings, but shall not have the right to vote.

Article 15. Elections.

The President, the first Vice-President, the second Vice-President, and two (2) directors, shall be elected at the General Meeting of the Confederation taking place in a biannual year. Each of them will serve for a period of two (2) years, with the exception of provisions of article 15 a) herein after, may be reelected for an unlimited number of additional terms.

The elections shall take place by individual position. If someone wants to run for an office, he/she should be allowed to be nominated and voted on by the members. If there is only one person for each position that it can be done as a single slate. Every individual that represents a country and wants to participate in an election must register with COTECC's Board of Directors, at least 60 days before the General Meeting.

Each candidate registered for an election as a member of COTECC's Board of Directors must include their curriculum vitae stating their experience as a tennis leader/administrator.

Once the candidates' registration has concluded, COTECC's administration will present to all the member countries, the complete list of candidates for the next election at least 45 days before the election.

Moreover:

- a) Every member of the Executive Committee must be an individual member and have at the time of the election, the support of his Federation / Association according to the Constitution and By-Laws of his Federation / Association.
- b) In COTECC's Board of Directors, a maximum of 2 members of the same country will be allowed.
- c) With the exception of, Sub-region 1 there will be no requisite with regards to geographical distribution for the election of officials.
- d) The election will be by total majority of the members eligible to vote that are present at the Annual General Meeting. If no candidate obtains total majority on the first round of voting, the candidate with fewest votes will be eliminated and a second vote will be taken. This process will continue until a candidate receives the required amount of votes.
- e) Voting shall be by secret written ballot which will be given by COTECC's administration..

- f) Positions pertaining to the sub-Regional Presidents shall rest with the office of the sub-Regional President, and not to the individual.
- g) The Executive Committee shall never have more than two members of the same country.
- h) The Executive Committee shall be represented at all ITF Annual General Meetings by the President or by whomever he appoints.

Article 16A. Executive Secretary.

An Executive Secretary shall be appointed by the President. The Executive Secretary shall have the following responsibilities, duties and powers:

- a) Attend all Annual and Extraordinary Meetings.
- b) Attend all Meetings of the Executive Committee, and insofar as possible, attend also the Committee Meetings.
- c) See that proper and accurate minutes of the Meetings are kept.
- d) Be responsible for all administrative matters.
- e) See that all correspondence is properly handled.
- f) See that all necessary record and files are kept.
- g) Handle all financial matters as instructed by the Executive Committee
- h) To assist the Executive Committee to prepare all reports to present before the Annual General Meeting.
- i) Take part in the discussions at the Meetings and, if so desires, make suggestions or proposals.

The Executive Secretary shall have no vote.

Article 16B. The Technical Secretary.

COTECC's President will have the responsibility to name a Technical Secretary for COTECC.

The Technical Secretary will have the following responsibilities:

- a) Attend all Annual and Extraordinary meetings.
- b) Attend all the Board of Directors meetings insofar as possible, attend also the Committee meetings
- c) Participate in the discussions at the Board of Directors meetings and offer his/her suggestions if he/she wishes to do so
- d) Present technical reports at the Board of Directors meetings and at the Annual General Assemblies and Extraordinary meetings
- e) Coordinate the ITF tournament calendar in the Region
- f) Coordinate the yearly WJTC, Junior Davis Cup and Junior Fed Cup Pre-Qualifying events
- g) Coordinate the Regional Coaches Conference, which takes place every 2 years with the organizing country
- h) Coordinate with the ITF the ITF-COTECC team to COSAT and manage it

- i) Coordinate with the ITF Development Officers the U13 Development Championships in Central America and the Caribbean
- j) Coordinate with the ITF Development Officers the ITF-COTECC Regional Training Camp which takes place yearly
- k) Coordinate and manage all projects that the ITF, together with COTECC, design for the Region
- l) The Technical Secretary shall have no vote

Article 17. Duties and Faculties of the Executive Committee.

The Executive Committee shall:

- a) Be responsible for the administration of the Confederation.
- b) Carry out all guidelines and decisions agreed upon and approved in the Reunions or Meetings.
- c) Establish all necessary Committees,
- d) Make sure that the Executive Secretary and Technical Secretary, if any, shall perform his/her duties properly and efficiently.
- e) Inform about the work carried out to the Annual General Meeting.

- f) See that a financial report is presented to each Annual General Meeting.
- g) Meet at least once a year. The required quorum for such reunion must be at least five (5) Directors.
- h) Reach its decisions through the vote of the absolute majority of those present. In the event of a tie, the President shall break a tie.
- i) Invite non-member nations to join, and supply to them the necessary information.
- j) Place the call for the Annual General and Extraordinary Meetings.
- k) Maintain communication with affiliates, keeping and supplying them with information of general interest.
- l) Supervise and support all Central America and Caribbean championships, as well as the championships of the local Federations/Associations.
- m) Submit motions before the General Meeting (s).
- n) Make sure that the by-laws and regulations are duly complied with.
- o) Answer to any question that a member may bring. However, to settle any matter not provided for in this By-Laws or on Regulations, shall be considered as a judgment of the Executive Committee, and final decision upon it shall be dealt in the next General Meeting.
- p) Assist the General Meeting not only in administrative matters but also in general matters.
- q) Any person who is a citizen or permanent resident of a COTECC member nation who wants the support of the regional association COTECC to run for a position on the ITF Board will first need a letter of support from the national federation of the country of his or her citizenship or residence. The request for a formal support of COTECC to a candidacy along with the letter of support of the national federation must reach the headquarter of Board at least 30 days prior to the ITF deadline. Should the board have more than one request a 4/5 majority will be required for any candidate to receive the support. If the board has only one request, a simple majority (half of the members + one) will automatically grants the support."

Article 18. President Duties And Authority.

The President shall:

- a) To be the representative and main officer of COTECC.
- b) Direct all discussions, maintain order in all meetings of COTECC as well as those of the Executive Committee, according to parliamentary rules and this By-Laws.
- c) In the event of tie in votes of the Executive Committee, exercise the deciding vote.
- d) Attend or send a representative to all championships of COTECC, and to any other event under COTECC direct influence or control, according to the Regulations of the ITF and COTECC.
- e) Attend to each and every Annual General Meetings of ITF on behalf of the Confederation.

Article 19. Vice-President: Duties And Authority.

- a) In absence or incapacity of the President, the first Vice-President shall perform his duties until the next Annual General Meeting. He shall assume of all duties that the President may delegate him. In the event of death, disability or resignation of the first Vice-President, the remainder of the Executive Committee shall, by majority vote elect a person to take charge of the office until the next Annual General Meeting.
- b) The second Vice-President shall assist the first Vice-President in the execution of his/her duties and shall carry out such other duties that the President assign to him/her. In the event of death, disability or resignation of the second Vice-President, the remainder of the Executive Committee shall, by majority vote elect a person to take charge of the office until the next Annual General Meeting.

SECTION VII. COMMITTEES.

Article 20 The Executive Committee shall have faculty to form and name any committee it considers necessary.

- a) The President shall appoint as many committees as the Executive Committee requires.
- b) A committee may have as many members as the Executive Committee considers convenient.
- c) Whenever possible, at least one member of the Executive Committee shall serve on each Committee.
- d) The chairman of a Committee needs not to be a member of the Executive Committee.
- e) The chairman of a Committee is responsible to see that accurate minutes of all meetings, as well as proper records of all activities of the Committee are well kept, and that the report of its activities is submitted to the Annual General Meeting.

SECTION VIII. TOURNAMENTS.

Article 21. The Confederation will organize the following tournaments on an annual basis:

- Central America and Caribbean Junior Championship (JITIC).
- Any other Championship which the Executive Committee determines, especially the ITF Junior Ranking Tournaments.

- a) The Junior Championships of the Confederation shall be those chosen through the Executive Committee.
- b) Rules and Regulations for these tournaments shall be the sole responsibility of this Confederation. They must however, conform to the applicable Rules of the Confederation and the International Tennis Federation. Amendments to said Rules may only be made at the Annual General Meeting convened for such purpose; and shall become effective sixty (60) days after the date of the Meeting.
- c) Sites for such tournaments shall be designated with one (1) year anticipation. Should the designated country resign the site, the Executive Committee will appoint an alternate country, provided the previous consultation acceptance of the Federation/Association of the alternate country.
- d) A registration fee, may be charged, provided the approval of the Executive Committee. If such charges are collectible, the Federation/Association wishing to do so, must submit a detailed petition to the Executive Committee, at least four (4) months before the start of the tournament.

SECTION IX. RESIGNATIONS AND RETIREMENTS.
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Article 22.

- a) Should the President resign or is unable to carry out his duties, the First Vice-President shall assume office until the next Annual General Meeting.
- b) Should the First Vice-President, Second Vice-President, and 2 Directors resign or is unable to perform his duties, the Committee shall appoint a successor to act until the next Annual General Meeting.
- c) The designated members of the Executive Committee shall cease to be members, due to death, resignation, or non-attendance to two (2) consecutive meetings.
- d) The decision to withhold or replace those designated members of the Executive Committee, not having the support of their National Federation/Association, shall be taken by the members on the forthcoming Annual General Meeting, according to the provisions of article 13 b) of this By-Laws.

SECTION X. FISCAL YEAR.

Article 23. The fiscal year of the Confederation shall be from January 1st. to December 31st.

SECTION XI. MEMBERSHIP FEES.

Article 24. Fees to be paid by the affiliated National Federation/Association, shall be fixed in the Annual General Meeting.

SECTION XII. WITHDRAWALS FROM MEMBERSHIP.

Article 25. Any affiliated Federation/Association, is able to resign its membership at any time, provided the written communication is sent by registered mail to the Executive Committee.

Article 26: Membership fees shall not be refunded to a withdrawing Federation/Association.

SECTION XIII. AMENDMENTS TO THE CHARTER AND BY-LAWS.

Article 27: This charter and By-Laws shall not be modified or amended, unless the proper motion is submitted to the Annual General Meeting or to the Extraordinary Meeting, convened for such purpose, according to the provisions of this By-Laws, and to be valid it will require a quorum of 50% of the affiliated countries, and the favorable vote of a majority of two thirds (2/3) of the attending voters to the Meeting.