

A by-law relating generally to the conduct  
of the affairs of

Canadian Baton Twirling Federation

Federation Canadienne de Baton Sportif

(the "Corporation" or "CBTF")

By-law Number 2

## CHARTER

### ARTICLE A

#### Section 1 NAME

1.1 ✓ The name of the society is the Canadian Baton Twirling Federation or Fede Canadienne de Baton Sportif (French version) (hereinafter referred to as "CBTF").

1.2 ✓ The official languages of the Federation shall be English and French.

#### Section 2 DEFINITION

2.1 ✓ The CBTF shall consist of all amateur athletes, coaches, managers, trainers, judges, organizers, administrators, and any other interested parties who involve themselves in the sport of Baton Twirling, or who otherwise express an interest in the sport and who also comply with the Rules, Regulations, Constitution, Charter and By-Laws of the CBTF as may be amended from time to time.

#### Section 3 AFFILIATION

3.1 ✓ The CBTF shall be an affiliated member of the World Baton Twirling Federation (hereinafter referred to as "WBTF") and shall be the sole representative of Baton Twirling in Canada to this body and all other bodies and all other international bodies.

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### ARTICLE B

#### Section 1 DEFINITIONS

The following are definitions of the terms used by the CBTF and are referred to in the By-Laws:

1.1 Federation

Shall refer to the Canadian Baton Twirling Federation.

1.2 Directors

Shall refer to the Board of Directors of the Canadian Baton Twirling Federation.

1.3 Executive

Shall refer to the Executive Committee of the Canadian Baton Twirling Federation.

1.4 Provincial Association

Shall refer to a Provincial or Territorial Twirling Association organized to foster the development of Provincial or Territorial coaches, trainers, managers and officials residing within the Province or Territory.

will be removed.

## DEFINITIONS (Continued)

- 1.5 Voting Member  
Shall refer either to a Director or his/her representative representing a member in good standing or to a member of the Executive Committee of CBTF.
- 1.6 Member in Good Standing  
a) Shall refer to any amateur twirler, coach, trainer, manager, official, organizer, administrator and any other interested party who involves himself/herself in the sport of baton twirling and registers with a province or other affiliated organization, and who also complies with the By-Laws and all Rules, Regulations and Policies of CBTF.  
b) Shall refer to a dues-paying, Provincial, Affiliated or Privileged Organization otherwise entitled to representation on the Board of Directors, and who also complies with the Charter, By-Laws and all Rules and Regulations of CBTF. *Constitution*
- 1.7 Coaches Representative  
Shall refer to such persons as shall be elected to represent the coaches on the Technical Committee/Board, and the Board of Directors of the CBTF.
- 1.8 Athletes Representative  
Shall refer to such a person as shall be elected to represent the active athletes of the Federation on the CBTF Technical Committee/Board, and the Board of Directors of the CBTF.
- 1.9 Officials/Judges Representative  
Shall refer to such persons as shall be elected to represent the Judges on the CBTF Technical Committee/Board, and the Board of Directors of the CBTF.
- 1.10 Technical Committee/Board  
Shall refer to the Technical Chairperson, Past Technical Chairperson, Technical members representing Provincial Associations, Coaches Association, Judges Association, Athletes, Sanction Officer, Badge Officer and the Group Event Representative, duly elected.
- 1.11 Sanction  
Shall refer to explicit approval, recognition, confirmation, ratification, permission or authorization awarded to an organizing body, to any twirling function or to an individual by CBTF.
- 1.12 National Championships  
Shall refer to a competition organized for the purpose of determining the champions of Canada in any approved style of Baton Twirling and in any age division.
- 1.13 Coach/Coaches  
Shall refer either to the coach or coaches selected to coach any team and/or individual twirlers in Canada, or to the coaches of any team representing Canada outside of the country.

## **DEFINITIONS (Continued)**

- 1.14 **Judge/Judges**  
Shall refer to a judge or group of judges selected to officiate in Canada or to those judge(s) selected to represent Canada outside of the country.
- 1.15 **Manager/Managers**  
Shall refer either to the manager or managers selected to manage any team and/or individual twirlers in Canada, or to the manager or managers of any team representing Canada outside of the country.
- 1.16 **Age Divisions**  
CBTF will establish and promote competition in age divisions in accord with limits established by the Federation.
- 1.17 **Club/Clubs**  
Shall refer to any twirling program, which may or may not be associated with an educational institute, which actively undertakes the athletic training and competition scheduling of a group of amateur twirlers.

### **Section**

## **2 PURPOSE**

- 2.1 The Canadian Baton Twirling Federation is a non-profit society organized to foster the development of amateur twirlers, coaches, managers, trainers, judges, and officials who desire to join in membership to the advancement of amateur twirling in Canada, and to provide these members with the opportunity to participate and contribute to the improvement of baton twirling.
- 2.2 The Federation shall:
- a) Encourage and develop the widest participation and the highest proficiency of Baton Twirling in Canada, and
  - b) Co-ordinate and assist twirlers, coaches, managers, trainers, judges, and officials in the pursuit of excellence in twirling Regionally, Provincially, Nationally, and Internationally.

### **Section**

## **3 AIMS AND OBJECTIVES**

The purposes of the Federation are fulfilled through the following aims and objectives:

- 3.1 To stimulate interest in the public so that they will become involved in the sport of amateur baton twirling in Canada.
- 3.2 To unify and co-ordinate the efforts of all twirlers, coaches, managers, trainers, judges and officials in Canada.
- 3.3 To provide and maintain the highest standard of twirling, coaching, managing, training, judging and officiating in Canada.

## AIMS AND OBJECTIVES (Continued)

- 3.4 To improve the skill and technical knowledge of twirlers, coaches, managers, trainers, judges and officials in Canada.
- 3.5 To provide all twirlers, coaches, managers, trainers, judges, and officials a voice in the World Baton Twirling Federation, being their sole representative to this body.
- 3.6 To create and maintain research projects that will benefit all those interested in amateur twirling in Canada.
- 3.7 To provide a clearing-house for the distribution of literature, films, research material, and other materials pertaining to amateur twirling collected from sources within Canada and abroad.
- 3.8 To give prompt attention to suggestions leading to the improvement of amateur twirling, coaching, training, managing, judging and officiating in Canada.

## ARTICLE C

### Section 1 INSIGNIA

- 1.1 This Federation shall have such official insignia as the Board of Directors may from time to time decide. The official insignia of the Federation shall be that which is affixed to this document.

### Section 2 COLORS

- 2.1 The colors of this Federation shall be red and white.

### Section 3 HEAD OFFICE

- 3.1 The head office of the Federation shall be located at the home address of the duly elected National President, or as otherwise determined by the Board of Directors.
- 3.2 The Federation may establish such other offices and agencies elsewhere within Canada as the Board of Directors may deem expedient.

### Section 4 SEAL

- 4.1 The common seal of the Federation shall be in form prescribed by the Directors of the Federation and shall have the words "Canadian Baton Twirling Federation" and "Fede Canadienne de Baton Sportif" endorsed thereon.
- 4.2 The seal of the Federation shall be under the control of the Executive, and the responsibility for its custody and use shall be determined from time to time by the Executive.

**SEAL (Continued)**

- 4.3 The seal of the Federation shall not be affixed to any instrument except by authority of the Executive and in the presence of such officer or officers of the Federation as may be prescribed in and by resolution of the Executive, or if no officer or officers are prescribed by such resolution, then in the presence of either the President or Vice-President, and with the authority of the Secretary or the Treasurer.
- 4.4 Deeds, transfers, licenses, contracts, and engagements on behalf of the Federation shall be signed by either the President or a Vice-President and also by either the Secretary or the Treasurer, and the seal of the Federation shall be affixed to such document as require the same in the presence of either the President or a Vice-President and by either the Secretary or the Treasurer.
- 4.5 Notwithstanding any provisions to the contrary contained in these By-Laws, the Executive may at any time, by resolution, direct the manner in which, and the person or persons by whom any particular instrument, contract, or obligation of the Federation shall or may be executed.

## **BY-LAWS**

### **ARTICLE D**

#### **Section 1 MEMBERSHIP**

- 1.1 The Board of Directors may admit an applicant to a class of membership subject to such terms and conditions as may be imposed by resolution of the said Board.
- 1.2 Any member who accepts membership in the Federation shall be deemed to have undertaken to abide by the provision of the Charter, By-Laws, Rules and Regulations, and Policies of the Federation. *Constitution*
- 1.3 Only members in good standing of the Federation may participate in any of the benefits and advantages thereof. Persons not of the status of member in good standing cannot exercise authority over, impose constraints upon, or require indemnification of the Federation or of any of its members.
- 1.4 The Federation shall have the following classes of membership:
- A) Associate
  - B) Individual
  - C) Provincial
  - D) Affiliated
  - E) Honorary
  - F) Allied

#### **Section 2 ASSOCIATE**

- 2.1 There shall be the following classes of Associate Membership:
- 1) Any person who desires to assist in the promotion of amateur twirling and who registers with the Association of the Province in which he/she resides.
  - 2) Any individual who desires to assist in the promotion of, or participation in amateur twirling who resides in a province/territory that does not have an affiliated Provincial/Territorial geographical Canadian boundaries:
    - a) Coach/Judge
    - b) Athlete

#### **Section 3 INDIVIDUAL MEMBERSHIP**

- 3.1 Individual membership in the Federation may include any amateur twirlers, coaches, managers, trainers, judges, officials, organizers, administrator, and any other interested parties who involve themselves in the sport of amateur twirling or who otherwise express an interest in the sport.

## INDIVIDUAL MEMBERSHIPS (Continued)

- 3.2 Individual members must be members in good standing with the association of the Province/Territory in which they reside before he/she will be permitted to participate in any competition or function sanctioned by the Federation.
- 3.3 There shall be the following classes of individual membership:
- A) Recreation
  - B) Athletic
  - C) Officials/Judges
  - D) Coaches */instructors*
  - E) Administrator/Volunteer

## Section

### 4 PROVINCIAL ASSOCIATIONS

- 4.1 Provincial Associations shall have responsibility for and jurisdiction over clubs, regions, allied associations, and individual members in their respective geographical areas, as delegated to them by the Federation.
- 4.2 The affairs of each Provincial Association shall be governed in accordance with the provisions of the By-Laws, Policies, and Rules and Regulations of the Federation.
- 4.3 Provincial Associations may enact such constitution, By-Laws, and prescribe such Rules and Regulation as each sees fit, provided such By-Laws and Rules and Regulations are not in conflict with the interests, Policies, Rules, Regulations, or By-Laws of the Federation.
- 4.4 Provincial Associations must be registered as a society within their province or territory and must have an Executive consisting of a minimum of a Chairperson, Technical Chairperson, Secretary, and a Treasurer. \*Note: Province of Ontario incorporation laws require the title of President.
- 4.5 Those Provinces and Territories currently eligible for holding membership in the Federation and which shall have responsibility for and jurisdiction over clubs, allied associations, regions, and individual members involved in amateur twirling within their respective Province or Territory are privileged members and are noted below:

Newfoundland  
Nova Scotia  
New Brunswick  
Prince Edward Island  
Quebec  
Ontario  
Manitoba  
Saskatchewan  
Alberta  
British Columbia  
Northwest Territories  
Yukon Territories  
*Nunavut Territories*

**Section 5 ATHLETE REPRESENTATIVE**

- 5.1 Athlete's Representative – Shall be the Member elected to represent the practicing amateur athletes of the Federation, and shall be accorded the status of a privileged member.

**Section 6 AFFILIATED ORGANIZATIONS**

- 6.1 Any groups of members of the Federation, who because of the nature of their work, find it advantageous to form themselves into a special organization, may, upon written application to the Federation be affiliated with it.
- 6.2 Any group applying for recognition as an affiliated organization shall submit to the President of the Association, a copy of its Constitution and By-Laws with a list of its officers and the number of its members.
- 6.3 Only those National Bodies concerned solely with an aspect of Amateur Twirling and affiliated with the Federation shall be eligible for Affiliated Membership and accorded the status of a privileged member.
- 6.4 Affiliated Organizations shall have the responsibility to unify and co-ordinate the activity of their respective members.
- 6.5 The affairs of each Affiliated Organization shall be governed in accordance with the provisions of the *Constitution* Charter, By-Laws, Rules and Regulations of the Federations, in so far as the same is applicable.
- 6.6 Affiliated Organizations must enact such By-Laws, prescribe such Rules and Regulations, and require of their members such fees, dues and charges as they may from time to time determine, provided such By-Laws, Rules, Regulations, Fees, Dues and/or Charges are not in conflict with the interests of the Federation.
- 6.7 Those Organizations eligible for Affiliated Memberships are as follows:
- A) **TECHNICAL ASSOCIATION**  
Representing the practicing Judges, Coaches, Adjudicators and Course Conductors to the Federation.

**Section 7 HONORARY MEMBERSHIP**

- 7.1 The Federation, may from time to time, choose to bestow Honorary Membership upon those whom it wishes to honor, observing the eligibility requirements and nominating procedures recommended by the Executive and Board of Directors.

**Section**

**8 ALLIED MEMBERSHIP**

8.1 Upon written application of the Board of Directors, whose ruling shall be final, those nationally known organizations which are interested in the promotion, assistance or study of amateur twirling in Canada and who co-operate with the Federation in the promotion of sport shall be eligible for Allied Membership.

8.2 Those organizations eligible for Allied Membership are as follows:

Canadian Federation of High School Athlete Associations – representing Canadian High School Twirling.

Canadian Intercollegiate Athletic Union – representing Canadian University and College Twirling.

8.3 All active Allied Members of the Federation shall register their names in the manner provided by the Board of Directors.

**Section**

**9 PRIVILEGES**

9.1 Provincial Associations, Affiliated Organizations, and elected officers of the Federation, shall be accorded the following privileges of the Federation:

The right to speak, to vote on matters pertaining to changes to the Constitution, Charter, or By-Laws as provided by these By-Laws, to vote for the Officers of the Federation, to hold office, and to otherwise conduct the business of the Federation.

9.2 Individuals representing Allied, Associate, and Honorary members shall have the privilege of speaking, but shall not be entitled to vote or hold office or otherwise conduct the business of the Federation. They shall, however, be entitled to all services extended by this Federation to active members.

**Section**

**10 REGISTRATION**

10.1 Registration of Associate, Individual, Provincial, CBTF Honorary, and Allied members shall be conducted by the Federation.

**Section**

**11 RESIDENCY**

11.1 An athlete must reside in province/territory for not less than sixty (60) days to claim that new residence as permanent.

11.2 A waiver may be granted by the Province/Territory Chairperson for less than sixty (60) days if proof can be presented as to permanency.

11.3 This applies to Provincial, Territorial and National titled events and all qualifying procedures required for the same.



**Section**

**12      CITIZENSHIP**

- 12.1      **CANADIAN CITIZEN** shall refer to a person who was born in Canada *or to a person who has been granted Canadian citizenship by the Government of Canada.*
- 12.2      **PERMANENT RESIDENT** shall refer to a person living in Canada within the meaning of the Immigration Act of Canada.

**ARTICLE**

**E**

**Section**

**1      OFFICERS**

- 1.1      The property and business of the Federation shall be managed by a Board of Directors.
- 1.2      A Director shall be elected to represent each of the following:
- A)      **PROVINCIAL ASSOCIATIONS:** one Director to represent each Province or Territory
  - B)      **REGISTERED JUDGES**
  - C)      **REGISTERED COACHES**
  - D)      **REGISTERED ATHLETES**
- 1.3      The following are elected Officers of the Federation and are members of the Board of Directors, and shall be known as the Executive Committee:
- A)      **President**
  - B)      **Past President**
  - C)      **First Vice-President**
  - D)      **Second Vice-President**
  - E)      **Secretary**
  - F)      **Treasurer**
  - G)      **Technical Chairperson**

**Section**

**2      EXECUTIVE COMMITTEE**

- 2.1      The elected Officers of the Federation, as set out in Article E, Section 1.3 (A), (B), (C), (D), (E), (F), (G) shall comprise the Executive Committee of the Federation, and shall be responsible for conducting the affairs of the Federation as directed by the members, through the Board of Directors.
- 2.2      The Executive Committee shall possess and exercise all of the powers of the Directors between meetings of the said Board of Directors except as specifically limited by resolution of the Board of Directors and by the Constitution, ~~Charter,~~ and By-Laws of the Federation.

Section

3 ELECTION AND APPOINTMENT

- 3.1 The afore mentioned Officers, be elected by secret ballot of the Directors entitled to vote at the Annual General Meeting of the Federation, and each Officer shall hold office for a two (2) year term, at which time each may be re-elected.
- 3.2 Other positions to the Board of Directors shall be filled in the following manner:
- A) Elected by their respective Provincial Associations or Territorial Associations.
  - B) Elected by their respective bodies.
  - C) Appointment by the Executive Committee in the event that no appointment is forthcoming from the organization concerned.
- 3.3 Directors as per Article E, Section 1.2 shall be elected by their respective Provincial Association or body not later than thirty (30) days prior to the Annual General Meeting.
- 3.4 In the event that the person elected as an Executive Member as per Article E, Section 1.3 (A), (C), (D), (E), (F), (G), shall have, prior to his/her election been a member of the body of Directors which elected him/her, then he/she shall cease to hold the position previously held and the body entitled to representation on the Board of Directors shall within thirty (30) days appoint a new representative to the Board of Directors.

Section

4 ROLES AND RESPONSIBILITIES OF DIRECTORS

- 4.1 The Board of Directors of the Federation shall ensure that the roles and responsibilities of Directors are clearly delineated, prepared, and made available to all members of the Federation, in order that there may be no uncertainty in the minds of those aspiring to Executive positions and in order that accountability may be determined.
- 4.2 This body is the sole governing body for amateur twirling within Canada and as such is responsible to conduct the business, discipline, and management of the Federation (subject to its By-Laws and provisions of the ~~Canada Corporation Act~~) and to exercise all the powers of the Federation.
- 4.3 It shall be responsible for:
- 1) The election of an Executive Committee.
  - 2) The establishment of policies, practices and operating guidelines for Executive Committee.
  - 3) The authorization and approval for hiring/dismissal of staff.
  - 4) The approval of salaries and expenses of staff.
  - 5) The approval of operating budgets of National Office, and all committees of the Canadian Baton Twirling Federation.

*Canada Not for-profit  
Corporations Act*



## ARTICLE

F

## DUTIES OF OFFICERS

### Section

1

### PRESIDENT

- 1.1 The Federation shall have a President who shall be elected by the majority of the votes cast by Directors present at the Annual General Meeting of the Federation.
- 1.2 The newly elected President shall assume office within thirty (30) days following the elections.
- 1.3 The President shall be the Chief Executive Officer of the Federation and have general and active management of the business of the Federation.
- 1.4 The President shall preside at all meetings of the Board of Directors and of the Executive Committee, and shall be a member Ex Officio of all Committees appointed by the Directors. He/she shall also serve as member of the Technical Committee/Board.
- 1.5 The President shall be responsible for the affairs of the Federation and, with the assistance of the Board of Directors, shall execute and administer the policies established by the members and be primarily responsible for the development and maintenance of the programs of the Federation.
- 1.6 It shall be the duty of the President to ensure that the other Officers of the Federation perform their duties strictly in accordance with the Constitution, Charter, By-Laws, and Policies.
- 1.7 It shall be the President's responsibility to handle the affairs of the Federation with the World Baton Twirling Federation and with the Twirling Federations of all other nations and he/she will be responsible for any and all activity involving these bodies and the members of the Federation.
- 1.8 Upon completion of his/her term of office, he/she shall assume the office of Past President unless selected to another position.

### Section

2

### PAST PRESIDENT

- 2.1 The Past President shall assume office within thirty (30) days following the elections.
- 2.2 He/she shall assist the President in his/her duties and shall provide advice and counsel to the Executive.
- 2.3 In the event that a President, upon vacation of the office, is unable or unwilling to assume the office of Past President, the next previous Past President shall regain office.
- 2.4 The Past President shall hold office until such time as a new Past President assumes office.



**Section**

**3      FIRST VICE-PRESIDENT**

- 3.1      The Federation shall have a First Vice-President who shall be elected by the majority votes cast by the Directors present at the Annual General Meeting of the Federation.
- 3.2      The newly elected First Vice-President shall assume office within thirty (30) days following the elections.
- 3.3      The First Vice-President shall act as a consultant and offer assistance to the Provinces and/or Territories where the sport or the sport organization is still in the developmental stage.
- 3.4      The First Vice-President shall be responsible for Public Relations and shall be the Federation's liaison to the Canadian Sports Council.
- 3.5      In the absence of the President, he/she will serve as President.

**Section**

**4      SECOND VICE-PRESIDENT**

- 4.1      The Federation shall have a Second Vice-President who shall be elected by the majority of votes, cast by Directors present at the Annual General Meeting of the Federation.
- 4.2      The newly elected Second Vice-President shall assume office within thirty (30) days following the elections.
- 4.3      The Second Vice-President shall be responsible for ensuring that the programs of the Federation fulfill the needs of the twirlers, coaches, managers, trainers and officials.
- 4.4      The Second Vice-President shall be responsible for all aspects of membership registration. This will include maintaining an up to date and accurate record of names, addresses and phone numbers of all Federation members, and the processing and distribution of membership cards.
- 4.5      The Second Vice-President shall be responsible for receiving insurance quotes, supplying provinces/territories with necessary proof documents and claim forms, maintaining records of claims filed and providing liaison between the Federation, its provincial/territorial associations and the insurance company.

**Section**

**5      SECRETARY**

- 5.1      The Federation shall have a Secretary who shall be elected by the majority of the votes cast by Directors present at the Annual General Meeting of the Federation.
- 5.2      The newly elected Secretary shall assume office within thirty (30) days following the elections.

**SECRETARY (Continued)**

- 5.3 He/she shall ensure that adequate and accurate minutes of all meetings of the Board of Directors and of the Federation are taken, and shall have the custody of minutes, records, and seal of the Federation.
- 5.4 He/she shall ensure that proper notice of meetings of the Executive, Board of Directors and the Federation's Annual General Meeting is distributed.
- 5.5 He/she shall be responsible to accurately record all approved motions of all CBTF meetings in the CBTF Motion Handbook.
- 5.6 He/she shall be responsible to receive Grievance notices and documentation.

**Section**

**6 TREASURER**

- 6.1 The Federation shall have a Treasurer who shall be elected by the majority of the votes cast by Directors present at the Annual General Meeting of the Federation.
- 6.2 The newly elected Treasurer shall assume office within thirty (30) days following the elections.
- 6.3 He/she shall be responsible for the receipt, deposit and disbursement of all monies of the Federation.
- 6.4 He/she shall ensure that an accurate record of all monies received and disbursed be kept and shall have such records audited by an independent auditor or by the CBTF Finance Committee each fiscal period.
- 6.5 He/she shall present to the Board of Directors prior to the end of any fiscal period a proposed operating budget for the ensuing fiscal year, and more often as requested by the Board of Directors or by the Executive Committee.
- 6.6 He/she shall prepare and present a report of the financial status of the Federation at every Annual General Meeting of the Federation and at other times as requested by the Board of Directors or by the Executive Committee.
- 6.7 He/she shall act as Chairperson of the Finance Committee.

**Section**

**7 TECHNICAL CHAIRPERSON**

- 7.1 The Federation shall have a Technical Chairperson who shall be elected by the majority of the votes cast by the Directors present at the Annual General Meeting of the Federation.

## **TECHNICAL CHAIRPERSON (Continued)**

- 7.2 The newly elected Technical Chairperson shall assume office within thirty (30) days following the elections.
- 7.3 He/she shall administer, organize, develop, and supervise CBTF's Technical Program. He/she shall also manage and oversee the activities of the CBTF Technical Association.
- 7.4 He/she shall Chair all meetings of the Technical Committee/Board.
- 7.5 He/she shall be responsible for the updating of all rules and technical regulations.
- 7.6 He/she shall ensure the implementation of all technical programs established by the Board of Directors.
- 7.7 He/she shall assume technical responsibility for all national and international sanctioned competitions by the Federation. In cases of dispute, the CBTF Technical Chairperson, the CBTF President and the Competition Director shall resolve the matter.
- 7.8 He/she shall provide to the Board of Directors and Executive Committee all pertinent technical information.
- 7.9 He/she (or designate) shall act as liaison with other WBTF member countries' technical representatives.
- 7.10 He/she (or designate) shall represent the Federation at all duly called WBTF technical meetings.
- 7.11 He/she (or designate) shall be responsible for the organization and maintenance of the WBTF Pairs and Team Declaration Process.

## **Section**

### **8 JUDGES' ASSOCIATION**

- 8.1 The Judges' Association shall be represented at all meetings of the Board of Directors and of the Technical Committee, at the Annual General Meeting of the Federation, and at all other meetings as required by the Judges' Representative.
- 8.2 The Judges' Representative:
  - A) Shall be responsible for any and all affairs of the Federation concerning the operation of its Association and its members and shall provide representatives to any and all matters to the Federation.
  - B) Shall be responsible for the preparation of all reports, briefs, budgets and timetables as required by the Federation.

## **JUDGES ASSOCIATION (Continued)**

- C) Shall be responsible for the preparation of a written report of the Judges' Association including any proposed recommendations for changes. Copies of the report shall be submitted no less than thirty (30) days in advance of the Federation's Annual Technical Meeting to the CBTF Technical Chairperson and the CBTF Technical Secretary. Copies of the report shall be distributed to all members of the Board of Directors and Technical Committee at the Annual Technical Meeting and Annual General Meeting. A sufficient number of copies shall be provided for the general membership at the Annual General Meeting.

### **Section 9 COACHES' ASSOCIATION**

- 9.1 The Coaches' Association shall be represented at all meetings of the Board of Directors and Technical Committee, at the Annual General Meeting of the Federation, and at all other meetings as required by the Coaches' Representative.
- 9.2 The Coaches' Representative:
  - A) Shall be responsible for any and all affairs of the Federation concerning the operation of its Association and its members, and shall provide a representative in any and all matters to the Federation.
  - B) Shall be responsible for the preparation of all reports, briefs, budgets and timetables as required by the Federation.
  - C) Shall be responsible for the preparation of a written report outlining the activity of the Association including any proposed recommendations for changes. Copies of the report shall be submitted no less than thirty (30) days in advance of the National Technical Meeting to the CBTF Technical Chairperson and the CBTF Technical Secretary. Copies of the report shall be distributed to all members of the Board of Directors and Technical Committee at the Annual Technical Meeting and the Annual General Meeting. A sufficient number of copies shall be provided for the general membership at the Annual General Meeting.

### **Section 10 ATHLETES' REPRESENTATIVE**

- 10.1 The active athletes of Canada shall be represented at all meetings of the Board of Directors and of the Technical Committee and at the Annual General Meeting of the Federation, and at all other meetings required by the Athletes' Representative.
- 10.2 The representative of the active athletes shall be elected by the CBTF athletes who are at the Senior or collegiate level. This individual must be 18 years of age or older, registered as a competing athlete in the year of the nomination and have participated in the Canadian Championships for one year or more. The term of office shall coincide with that of the Executive Committee.

## **ATHLETES' REPRESENTATIVE (Continued)**

### **10.3 The Athletes' Representative:**

- A) Shall be responsible for any and all affairs of the Federation concerning the affairs of athletes generally and shall be their representative to the Federation and the National Athletes' Association.
- B) Shall be responsible for the preparation of all reports, briefs, budgets and timetables as required by the Federation and the National Athletes' Association.
- C) Shall be responsible for the preparation of a written report addressing activities related to the position and any concerns/issues of the athletes. Copies of the report shall be submitted no less than thirty (30) days in advance of the National Technical Meeting to the CBTF Technical Chairperson and the CBTF Technical Secretary. Copies of the report shall be distributed to all members of the Board of Directors and the Technical Committee at the National Technical Meeting and Annual General Meeting. A sufficient number of copies shall be provided for the general membership at the Annual General Meeting.

## **Section 11 PROVINCIAL ASSOCIATIONS**

- 11.1 Each Provincial Association shall be represented at all meetings of the Board of Directors at the Annual General Meeting of the Federation, and at all other meetings as required, by the Provincial Chairperson/President.

*\*See 11.1 A)*  
11.2 The Provincial Chairperson/President:

- A) Shall be responsible for the development of amateur Baton Twirling in his/her province.
- B) Shall be responsible for any and all affairs of the Federation concerning the operation of his/her Association and its members, and shall be their representative in any and all matters to the Federation.
- C) Shall be responsible for the preparation and submission of all briefs, budgets and timetables as required by the Federation.
- D) Shall be responsible for the preparation of a written report outlining the activity of his/her Association. Copies of the report shall be submitted no later than thirty (30) days prior to the Annual General Meeting to the CBTF President and the CBTF Secretary. Copies of the report shall be distributed to all members of the Board of Directors at the Annual General Meeting. A sufficient number of copies shall be provided for the general membership at the Annual General Meeting.

## **Section 12 BOARD OF DIRECTORS**

- 12.1 The Officers of the Federation, as set out in Article E, Section 1.2, 1.3 shall comprise the Board of Directors of the Federation.

**11.1 A) In the event the Provincial Chairperson/President cannot represent his or her Provincial Association at a meeting of the Board of Directors at the Annual General Meeting of the Federation, or at any other meeting as required, then a Board Member of that Provincial Association, appointed by Provincial Board motion, a certified copy of which shall be provided to CBTF in advance of any such meeting, shall be entitled to represent that Provincial Association at that meeting. Such representative shall, notwithstanding Article G 1.2, have the right to vote at such meeting.**

## BOARD OF DIRECTORS (Continued)

- 12.2 The responsibilities of the Directors shall be to conduct the business, discipline, and management of the Federation, and subject to its <sup>Constitution</sup> Charter, By-Laws, and the provisions of the Canada Corporation Act exercise all the powers of the Federation.
- 12.3 The Board of Directors has the authority to carry off its responsibilities within the allotted budgets and with due consideration to all requests for action passed at the Annual General Meeting, any special meeting, or by any duly appointed Committee.
- 12.4 A Quorum of the Board of Directors shall consist of two-thirds (2/3) of the Directors as set out in Article E, Section 1.2, 1.3.
- 12.5 The Board of Directors may from time to time require of the members such dues and monies for the purpose of fostering amateur twirling as they see fit.
- 12.6 The Board of Directors shall ratify all appointments to special tasks and committees, and may rescind any such appointment by a two-thirds (2/3) vote of the Directors present.
- 12.7 The Directors may from time to time authorize the employment of such persons as they deem necessary to carry out the objectives of the Federation, and such employee(s) shall have such authority and shall perform such duties as from time to time may be prescribed by the Directors.

## ARTICLE G

### Section

### 1

### PROCEDURE OF MEETINGS

- 1.1 The procedure of all meetings of the members, Board of Directors, and Executive Committee shall be that procedure laid down in the most recent edition of Robert's Rule of Order, except where in conflict with the Constitution, Charter, By-Laws of the Federation, or with the regulations of the Canada Corporation Act, in which case the latter shall govern.
- 1.2 Power of Attorney voting or Proxy voting shall not be allowed at any meeting.
- 1.3 Quorum – Any meeting duly called to conduct the business of the Federation cannot be called to order without the prescribed quorum. If a meeting has been called to order with the required quorum and a member leaves, the meeting shall continue providing it is the wish of the remaining members.
- 1.4 If a Director or the Board of Directors feel that another Director has a Conflict of Interest with an agenda item at a meeting, it shall be permissible for he/she/the Board to request that the Director absent him/herself from that portion of the meeting or abstain from voting.
- 1.5 Should the Director in question deny a Conflict of Interest, he/she shall be given the opportunity to justify why he/she is not in Conflict of Interest.

? do we want this or what is in By-law No. 1

## **PROCEDURE OF MEETINGS (Continued)**

- 1.6 If the Director in question refuses to temporarily leave the meeting or maintains the right to vote after having been found in Conflict of Interest, the Presiding Officer shall immediately adjourn the meeting until such time as the Director in question agrees to dismiss him/herself from the portion of the continuation of the meeting that discusses the specific agenda item.

### **Section 2 EXECUTIVE MEETING**

- 2.1 At least two (2) meetings per year of the Executive shall be called by the President and/or Secretary at any time or place.
- 2.2 Notice of a meeting of the Executive Committee shall be sent to each member no less than thirty (30) days prior to the meeting date and shall include the agenda for the meeting.
- 2.3 A meeting of the Executive Committee may be held at any time if all members are present there at or if those absent have waived notice or otherwise have signified their consent in writing to the holding of the meeting to the CBTF President.
- 2.4 A Quorum of the Executive Committee shall consist of a minimum of four (4) members.

### **Section 3 DIRECTORS' MEETINGS**

- 3.1 A meeting of the Board of Directors may be held when deemed by the Board of Directors to be necessary.
- 3.2 A Quorum at any Directors' meeting shall consist of two-thirds (2/3) of the members of the Federation's Board of Directors.
- 3.3 Notice of a meeting of the Board of Directors shall be sent to each member no less than thirty (30) days prior to the meeting date and shall include the agenda for the meeting.
- 3.4 A meeting of the Directors may be held any time if all members are present there at or if those absent have waived notice or otherwise have signified their consent in writing to the holding of the meeting to the CBTF President.

### **Section 4 SPECIAL MEETINGS**

- 4.1 A Special Meeting of the CBTF may be called at any place, date, and time by the President or by a majority of the Board of Directors, and shall be governed by the same regulations and procedures as those governing the Annual General Meeting, except otherwise stated.

## SPECIAL MEETINGS (Continued)

- 4.2 Notice of a Special Meeting shall be sent to each Executive, Board or Committee Member no less than thirty (30) days prior to each meeting and shall include the agenda for the meeting.

*for internet based*  
Notice of a Conference Call Meeting must be given by the CBTF President (or designate) and received verbally via telephone call directly to the Member at least ten (10) days prior to the Conference Call.

- 4.3 Quorums for any Special Meetings shall be:
- Executive Committee – minimum of four (4) members
  - \* Board of Directors – not less than seven (7) Directors
  - \* Technical Committee – not less than seven (7) members
  - Other Committees/Commissions – simple majority of the members.

*do we want this?*

*meeting directly by electronic means with confirmation receipt*

- 4.4 The purpose for which the meeting is being called shall be stated in the notice of meeting; specific items related to that purpose shall be stated in the agenda of the meeting and no other business conducted will be valid.
- 4.5 The Executive may facilitate a Conference Call of the Executive or Board of Directors that require discussion and voting by all members. In order for such a meeting to be considered valid, all members must agree to using the Conference Call format and all members must be able to hear all the discussion and how other members vote on issues.
- 4.6 Any Director may at any time waive notice of such meetings and may ratify and approve any and all proceedings taken or held thereat.

## Section

### 5 ANNUAL GENERAL MEETINGS

- 5.1 A General Meeting of the voting members of the Federation shall be held annually for the purpose of receiving reports and determining the direction of the Federation for the following year(s).
- 5.2 Only those Directors whose members are of good standing and as set out in Article B, Section 1.2, 1.3 shall be entitled to vote at meetings of the Federation.
- 5.3 Each voting member shall be entitled to one (1) vote on each question, arising at any meeting of the Federation.
- 5.4 In the event of a tie in voting, the President shall cast the deciding vote.
- 5.5 All questions, except those pertaining to the Election of Officers, shall be decided by a show of hands unless a poll or a secret ballot is requested by any member.
- 5.6 The place and date of the Annual General Meeting of the Federation shall be decided by the Executive Committee, and shall be held each and every year not later than September 1<sup>st</sup>.

*do we want this?*

## ANNUAL GENERAL MEETINGS (Continued)

- 5.7 A Quorum at the Annual General Meeting shall consist of fifty-one percent (51 %) of the Directors.
- 5.8 Notice of the Annual General Meeting shall be sent to each member of the Board of Directors no less than thirty (30) days prior to the meeting.
- 5.9 The Agenda and Financial Statements for each meeting of the Board of Directors and the Annual General Meeting of the Federation shall be sent to each Director no less than thirty (30) days prior to each meeting.
- 5.10 Failure to give such notice for a meeting of the Board of Directors shall invalidate such meeting or invalidate or make void any proceedings taken or held at such meeting.
- 5.11 The agenda when sent, as stated in Section 5.9, shall include:
- A) Any proposed amendments to the Constitution;
  - B) Persons nominated to stand for any elected position
- 5.12 All Executive and Board Members shall be required to prepare Annual Reports for presentation at the Annual General Meeting. Copies of each Report shall be sent to the CBTF Secretary no less than thirty (30) days prior to the Annual General Meeting. The Member is responsible to have a sufficient number of copies available at the Annual General Meeting for fellow Executive and Board Members as well as for the general membership.

### Section

### 6

### VACATION OF OFFICE

- 6.1 Any elected Director may be removed from office by a resolution passed by three-quarters (3/4) of the Directors, present and voting, at a meeting called for this purpose. There should be no less than twelve (12) Directors present.
- 6.2 The office of a Director or Executive Member shall be automatically vacated if such a member becomes unable to perform the duties of his/her office, because of certified mental illness, chronic illness or long term disability.
- 6.3 Any elected Director or Executive Member may resign his/her office by delivering a written resignation to the President or the Secretary of the CBTF.
- 6.4 Any appointed Director may be replaced by:
- A) A decision by his/her representative body; or
  - B) A resolution passed by three-quarters (3/4) of the Board of Directors of the CBTF present at a meeting, with a request to the Association concerned for a replacement.

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## VACATION OF OFFICE (Continued)

6.5 Any vacant CBTF office may be filled by:

- A) Election by approved election procedure as set out in Section 3 in their respective body or;
- B) A resolution passed by three-quarters (3/4) of the Board of Directors of the CBTF.

This officer shall hold office until the next Annual General Meeting at which regular elections are to be held.

6.6 Executive/Board of Directors members who resign during their term and then wish to be reinstated may be reinstated with unanimous Executive/Board of Directors written approval provided an appointment to that position has not already been made.

### Section

7

### RECORDS

7.1 Each Officer shall, at the end of his/her term of office, hand to his/her successor such records as pertain to his/her office, which are in his/her possession.

### Section

8

### WITHDRAWAL

8.1 Any member may withdraw from the CBTF by failing to re-apply for membership or by giving notice in writing to the Secretary.

8.2 An Allied or Affiliated member shall give twelve months notice in writing to the Secretary of its intention to withdraw from membership, and such withdrawal must be in accordance with the By-Laws of such members.

### Section

9

### GRIEVANCES

9.1 A "grievance" shall mean any difference relating to the interpretation, application, administration or alleged violation of the By-Laws, Policies, Rules and Regulations of the Federation.

9.2 A grievance must be submitted in writing and the following must be included and presented clearly and completely on the first page of the grievance letter in point form:

- a) The Grievor's name, complete address, phone number(s), CBTF membership number and signature.
- b) The date, time and location of the event giving rise to the grievance.
- c) The name(s) of the accused party(ies).
- d) The identification of the By-Law, Policy, Rule or Regulation involved.
- e) The remedy sought.

The nature of the grievance should then be presented.

this ought to be policies, not by-law



## GRIEVANCES (Continued)

- 9.3 It will not be settled without concurrence of the Grievance Committee and the Board of Directors of the Federation.
- 9.4 The Grievor must sign the grievance letter and include a cheque or money order to cover the cost of the Grievance Filing Fee as per current CBTF Rules and Regulations. The filing must be delivered from the Grievor to the CBTF Secretary within ten (10) business days of the incident that gave rise to the grievance.
- 9.5 Every attempt shall be made to form a Grievance Committee within ten (10) business days of receipt of written notice of the Grievance. The Executive shall have the authority to grant an extension to this time if deemed necessary. The Committee shall consist of five (5) members of the Federation, which shall be selected directly or indirectly by the President and approved, in writing, by the majority of the Directors and unanimously by the Accused and the Grievor.

The CBTF Secretary must receive written notification of acceptance or rejection of the proposed Committee within ten (10) business days from all involved parties. Failure to meet this deadline shall constitute acceptance of the Committee members.

Every effort shall be made to select Grievance Committee members who all reside in the same geographical area and who are members without real or perceived bias on the issue and who are not actively involved as Board Members of the Federation.

If agreement on a Committee is not reached within two (2) attempts, the decision shall be made by the Board of Directors.

If the President is the Accused, then the First Vice-President shall assume the responsibilities regarding the selection of the Committee.

- 9.6 Should the President or any other member of the Board of Directors of the Federation be the person named in the grievance, then that Director must remove himself/herself from any involvement with the said grievance.
- 9.7 When the Grievance Committee has been selected and approved, all relevant information shall be forwarded to the Committee within five (5) business days.
- 9.8 The Grievance Committee shall make every attempt to meet within thirty (30) days after receiving notice of selection approval. If the Committee is unable to meet within this time frame, the President shall have the authority to grant an extension to this time or establish another Committee.

The Chairperson of the Committee shall be designated by the President.

The Chairperson must notify all parties named in the Grievance. The Accused and the Grievor shall be provided an opportunity to hear and be heard and call witnesses and review all relevant documents.

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## GRIEVANCES (Continued)

Should a meeting with the Accused and/or the Grievor be scheduled, and either is unable to attend for any valid reason, a second opportunity shall be provided.

Failure on the part of the Accused or the Grievor to respond to either meeting notice shall allow the said meeting to proceed as scheduled.

The Committee's decision shall be forwarded in writing to the CBTF Secretary within ten (10) business days of its final meeting.

- 9.9 The Secretary will immediately inform the President of the decision. The President will confirm that the decision does not contravene other By-Laws, Policies, Rules and Regulations of the Federation. This will be completed immediately.
- 9.10 The Grievor, the Accused and the Board of Directors must be notified, in writing, of the decision of the Grievance Committee within ten (10) business days of receipt of direction by the President.
- 9.11 If the grievance involves competition results, the grievance must be filed within forty-eight (48) hours of the final day of the competition and the Competition Director notified immediately by the CBTF Secretary. It will be the responsibility of the Competition Director to notify all persons involved that:
- a) A grievance has been filed.
  - b) Results will be pending until the grievance is settled or discontinued, whichever comes first.
- 9.12 This grievance procedure does not replace or otherwise affect the "Discipline Clause" in the By-Laws. It is intended to settle differences as outlined in Section 9, 9.1 and will not be allowed to impose discipline. Should the Committee or Grievor wish further review of action, then the grievance may be referred to a Discipline Committee.

## Section

### 10 DISCIPLINE

- 10.1 If, whether or not an issue has been the subject of a grievance hearing under Section 9, the Board is of the view (after a complaint by a member or otherwise) that a member may have breached or violated the By-Laws, Policies, Rules or Regulations of the Federation, the Board may invoke the discipline provisions outlined in Section 10. Nothing in this By-Law shall prevent discipline being imposed on any member as outlined in the Policies, Rules or Regulations of the Federation (including without limitation the Code of Conduct/Code of Ethics of the Federation).
- 10.2 The matter will be referred to a two (2) member committee of the Board (the "Complaints Committee") as appointed by the CBTF Executive, who will examine any written allegations and any other aspects that they consider advisable and will decide if a discipline hearing is warranted. If so, the President shall convene a Discipline Committee within thirty (30) days following any such decision.

## DISCIPLINE (Continued)

- 10.3 If an issue has been the subject of a Grievance Hearing and the Grievance Committee, the Grievor or the Accused wish further review of action then the matter will be referred for a Discipline Hearing.
- 10.4 It is recommended that the Discipline Committee consist of the following:
- one (1) member of the Board of Directors who shall act as Chairperson of the Committee who resides in a different province than the Accused.
  - one (1) member of the Board of Directors with expertise in the area in question (example: the Coaches Representative for a coaching matter).
  - Three (3) other members at large.
- In the event that the conduct of any Executive member is under question, the Board, as a whole, shall choose the Discipline Committee and identify the Chairperson.
- 10.5 The Discipline Committee shall send a copy of the written charges and a notice of the date, place and time fixed for a hearing by registered mail to the Accused member and to the complainant, if any, at least thirty (30) days prior to the date of the hearing. The accused shall have the right to be represented by counsel at the hearing.
- 10.6 Should the Accused be unable to attend the hearing because of circumstances beyond his/her control, he/she must notify the Chairperson of the Discipline Committee in writing within ten (10) business days of receipt of the notice, whereupon a new date for the hearing will be fixed. Should the Accused then fail to attend on the new date, the hearing will proceed in his/her absence.
- 10.7 The Accused, the Federation and any complainant shall have the right to be heard and to call witnesses.
- 10.8 Within thirty (30) days after the hearing, the Discipline Committee shall provide its decision in writing to the Accused, the Secretary and any complainant.
- 10.9 In the event that the decision is to suspend membership or to expel the Accused, the Accused will have the right of an appeal to the full Board which shall be heard as soon as possible. The Complaints Committee that referred the matter to the Discipline Committee described in Section 10.2 shall not participate at any appeal nor will the members of the Board who were members of the Discipline Committee in respect of the hearing.
- 10.10 No Director may vote on any matter in which they have a direct pecuniary interest, or on any matter in which their individual conduct is directly or indirectly called into question, or in any matter in respect of which they may be required to give evidence before the Discipline Committee but, if subsequent to a vote, it is ascertained that a member has so voted, their vote shall not be voided except under motion duly made at the next meeting of the Board after the discovery of the improper vote.

**Section**

**11 DISENFRANCHISEMENT AND REINSTATEMENT**

- 11.1 Any member of the Federation can be disenfranchised for non-payment of any fees owing to the Federation.
- 11.2 For a member to be reinstated with the Federation all fees owing to the Federation must be paid and a formal application for reinstatement must be made to the Board of Directors.

**ARTICLE H**

**Section**

**1 ADVISORY COMMITTEES – STANDING OR SPECIAL**

- 1.1 The Directors shall at each Annual General Meeting of the Federation or from time to time as required appoint or cause to be appointed a Chairperson to each of the Standing Committees of the Federation.
- 1.2 Each Standing Committee must hold at least one (1) meeting per year. A Special Meeting may be called by the Chairperson of any Committee upon his/her giving no less than thirty (30) days written notice to each Committee member. An agenda shall be included with the Notice of Meeting.
- 1.3 The majority of members shall constitute a Quorum for the transaction of Committee business. Questions arising at any meeting of the Committee shall be decided by a majority of votes, and in case of equality of votes, the Chairperson shall have the deciding vote.
- 1.4 Any resolutions or program amendments as recommended by any Standing or Special Committee must be ratified by the Board of Directors before it can be implemented.
- 1.5 The Chairperson of each Committee shall forward to the Secretary at least thirty (30) days prior to the Annual Meeting a complete report of the activities of the committee.

**Section**

**2 STANDING COMMITTEES**

- 2.1 Standing Committees shall be as follows:

**A) Finance Committee**

The Finance Committee shall have the responsibility of collecting any donations for the purpose of furthering the objectives of the Federation.

The Finance Committee shall from time to time review the financial position of the Federation and make recommendations to the Board of Directors concerning the finances of the Federation, capital funds and investments, and shall be responsible for the preparation of an annual budget.



## **STANDING COMMITTEES (Continued)**

The Finance Committee shall be responsible for the preparation of the annual budget and all matters respecting grants received from any Provincial or Federal Government Department.

The Chairperson of the Finance Committee will be the Treasurer of the Federation.

**B) Honors and Award Committee**

The Honors and Awards Committee shall solicit and receive all nominations for honors and awards and shall determine the members who shall be the recipients of said honors and awards.

**C) Membership Committee**

The Membership Committee shall be responsible for making general recommendations to the Board of Directors regarding matters with respect to membership.

The Chairperson will be the Second Vice-President of the Federation.

**D) Nominations Committee**

The Nominations Committee shall be responsible for presenting in the agenda of the Annual General Meeting, the names of individuals who have been nominated and who will stand for election to any elected position. This is to be done thirty (30) days prior to the Annual General Meeting.

In the event that no nominations to elected positions are received, the Nominations Committee shall inform the Directors that nominations will be taken from the floor at the Annual General Meeting. The Committee should consist of no more than three (3) Board Members including the Chairperson.

The Chairperson of the Nominations Committee will be the Past President of the Federation.

**E) Public Relations Committee**

The Public Relations Committee shall be responsible for recommending initiatives that will improve the profile of the sport of Baton Twirling in Canada. The committee shall have the responsibility for publicizing and promoting events and programs sanctioned by the Federation.

The Chairperson of the Public Relations Committee will be the First Vice-President of the Federation.

## STANDING COMMITTEES (Continued)

### F) Records and Archives Committee

The Records and Archives Committee shall be responsible for receiving, maintaining, recording and publishing all data pertinent to the Federation.

The Chairperson of the Records and Archives Committee will be appointed by the Executive of the Federation.

## Section 3 SPECIAL COMMITTEES

- 3.1 The Board of Directors shall implement Special Committees when required and as deemed necessary.

## Section 4 OPERATING POLICY

- 4.1 The Federation shall ensure that an Operating Policy is prepared and is available to all voting members of the Federation. Such a policy will be consistent with the Official Rules and Regulations, and their modifications as they may exist from time to time, Constitutions and/or Operating Guidelines for Member Associations as they may exist, Directorate Rulings on all matters within the authority and responsibility of any Committee or Directorate, and the Constitution, ~~Charter~~, and By-Laws of CBTF.

## ARTICLE I

### Section 1 TECHNICAL COMMITTEE

- 1.1 The Technical Committee shall have the responsibility for establishing and co-ordinating the programs and activities sanctioned by the Executive, in accordance with the priorities and guidelines established by the Board of Directors, and shall prepare appropriate budgets for submission by brief to Government Agencies.
- 1.2 The Technical Chairperson and Technical Committee shall be responsible to the Executive Committee and shall prepare projects in accordance with Policy as established by the Board of Directors.
- 1.3 The Technical Committee shall have the following members:
- A) Technical Chairperson/Advisor
  - B) Judges' Representative
  - C) Past Technical Chairperson
  - D) Coaches' Representative
  - E) Athletes' Representative
  - F) Technical Representative from each member Province
  - G) Sanction Officer
  - H) Badge Officer
  - I) Group Event Representative

## TECHNICAL COMMITTEE (Continued)

- 1.4 The Technical Chairperson shall act as Chairperson of said Committee.
- 1.5 The Technical Committee shall, from time to time, form Commissions to address specific technical issues. A Commission Head shall be appointed by the Technical Committee and written reports shall be presented as required. At the conclusion of the Commission's assignment, the Commission shall be disbanded by the Technical Committee.
- 1.6 The Technical Committee must hold at least one (1) meeting per year. Additional Technical Meetings may be called by the Technical Chairperson upon giving at least thirty (30) days notice in writing to each Committee Member and Federation Board members.
- 1.7 The majority of members shall constitute a quorum. Questions arising from any meeting of the Committee shall be decided by a majority of votes and, in the case of equality of votes, the Technical Chairperson shall have the deciding vote.
- 1.8 Any proposals passed by the Technical Committee must be ratified by the Board of Directors before they can be implemented.
- 1.9 The Sanction Officer will act as Secretary for the Technical Committee and will be responsible for issuing notices of meetings, recording minutes of meetings and distributing same within thirty (30) days of the meeting date to Technical Committee members and all Federation Board Members.

## ARTICLE J

### Section 1 THE FINANCIAL POWERS OF THE BOARD OF DIRECTORS

- 1.1 The Board of Directors shall have the right, upon the recommendation of the Executive:
  - A) To borrow money upon the credit of the Federation.
  - B) To limit or increase the amount to be borrowed.
  - C) To issue bonds, debenture stock, debentures, notes, and other securities of the Federation.
  - D) To sell, pledge, exchange or otherwise dispose of such bonds, debentures, debenture stock, notes, and other securities for such sums and at such prices as may be deemed expedient.
  - E) To grant, bargain, sell, alienate, convey, confirm, assign, hypothecate, mortgage, pledge, or charge, and cede and transfer all or any of the real and personal property freehold or leasehold undertaking and business and other property, assets, and rights of the Federation, including uncalled capital, both present and future, of what so ever kind and where so ever situated, so secureness such bonds, debentures, debenture stock, notes, and other securities of any money borrowed or any other liability of the Federation.

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## THE FINANCIAL POWERS OF THE BOARD OF DIRECTORS (Continued)

- 1.2 All cheques, drafts, notes, and other negotiable instruments shall be signed, executed, or endorsed by any two (2) of the following: the President, the Secretary, the Treasurer, the First Vice-President, and/or the Second Vice-President.
- 1.3 Contracts, documents, or any instruments in writing, unless otherwise provided for in the Charter or in these By-Laws or by the Rules and Regulations of the Federation, shall be signed by either the President or a Vice-President and by either the Secretary or the Treasurer, and all contract, documents, and instruments in writing duly signed shall be binding upon the Federation without any further authorization or formality.
- 1.4 The Directors shall have power to appoint by resolution an Officer or Officers to sign contracts, documents, and/or instruments in writing generally or to sign specific contracts, documents, and/or instruments in writing on behalf of the Federation.

In by-law no. 1

### Section

2

#### INSPECTION OF BOOKS AND RECORDS

- 2.1 The Directors may examine or cause to be examined, the books and records of the Federation or of its member Associations, at such time and place as may be determined by the Directors.

### Section

3

#### FISCAL YEAR

- 3.1 The fiscal year of the Federation shall end of the thirty-first (31) day of March each year.

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### Section

4

#### AUDIT

- 4.1 The books and accounts of the Federation shall be audited within sixty (60) days after the termination of the fiscal year by the Auditors appointed by the Directors, and the Treasurer shall thereafter present at each Annual General Meeting of the Federation a written report showing the state and condition of the affairs of the Federation accompanied by a balance sheet, a summary of the assets and liabilities and a statement of the income and expenses of the Federation, made up from the date of the last preceding statement. The Auditor shall be paid such remunerations as the Directors may determine.

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**Section**

**5      SIGNING OFFICERS**

5.1      The following are recognized as the only signing officers for the Federation:

The President  
The First Vice-President  
The Second Vice-President  
The Secretary  
The Treasurer

No officer may sign individually.

**ARTICLE      K**

**Section**

**1      SANCTION**

- 1.1      The Federation shall not be held responsible for the operation or financial commitment of any member Association Committee, individual, organizing body, or twirling events which have not received prior and explicit sanction from the Federation, or which otherwise acts outside of the Constitution, the Charter, Policies, or the By-Laws of the Federation.
- 1.2      Any member who shall withdraw, resign, or be expelled from membership of the Federation shall forfeit all rights therein and all claims thereon, or in its properties, or funds.
- 1.3      Participation in any Federation event is contingent upon membership according to WBTF recognition.
- 1.4      Competitions will be sanctioned according to guidelines laid down by the Federation, except where local circumstances apply.

**Section**

**2      FEES**

- 2.1      The Board of Directors shall have the authority to determine from time to time, the annual dues payable by each class of membership.

**Section**

**3      IDENTIFICATION OF DIRECTORS**

- 3.1      Directors, as such, shall not receive any remuneration for their services, but, by resolution of the Board, expenses of their attendance at each regular or special meeting of the Board may be allowed.

## IDENTIFICATION OF DIRECTORS (Continued)

- 3.2 The Federation shall indemnify and save harmless every Director or other Officer and servant of the Federation, and his/her and their heirs, executors, administrators, and estate and effects respectively from and against all losses, costs, charges, and expenses whatsoever in any way incurred or sustained by him/her for, or by reason of, or in respect of any act, deed, matter, or thing, what so ever, made, done, or permitted by him/her, in the proper discharge of his/her duties, the Directors paying or retaining same out of the funds of the Federation.

### Section 4 RENUMERATION OF OFFICERS

- 4.1 The Remuneration of all officers, agents, and employees shall be fixed by the Board of Directors by resolution, such resolution having force and effect only until the next Annual General Meeting when it shall be confirmed by resolution of the Directors. In the absence of such confirmation by the Directors, then the remuneration to such officers, agents, or employees shall cease to be payable from the date of such meeting of members.

### Section 5 LIABILITY

- 5.1 If any officer or employee of the CBTF is found to be guilty of fraud, willful negligence, or dishonesty resulting in loss or damage to the CBTF such officer or employee shall be liable to dismissal, suspension, and/or expulsion.

### Section 6 DISCLAIMER

- 6.1 The Federation is obligated to satisfy only those claims which have the prior and explicit approval of the Board of Directors. Any claim must be presented to the Board of Directors for consideration.

## ARTICLE L

### Section 1 AMENDMENTS

- 1.1 Amendments or alterations to the Constitution, Charter or By-Laws of the CBTF may be made at any Annual General Meeting or at any Special Meeting of CBTF called for that purpose.
- 1.2 Notice of any proposed amendments or alterations shall be given in writing to the Secretary, and the Secretary shall advise each voting member in writing by mail, of the proposed amendment or alteration no less than thirty (30) days prior to the date of the meeting at which it will be considered.

**AMENDMENTS (Continued)**

- 1.3 The adoption of such amendment or alteration shall require the agreement by vote of three-quarters (3/4) of the Directors present at the meeting.
- 1.4 <sup>213</sup> The repeal or amendment of any By-Law will not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs has first been obtained.

The General By-Laws of the Twirl Canada Federation/Federation Baton Canada as approved at Calgary, Alberta on the 16<sup>th</sup> day of October 1983 – and all amendments pertaining to thereof are hereby repealed.