

CBBF

BY-LAWS

2014

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BY- LAWS
of the
Canadian Bodybuilding Federation (CBBF)

By- law 1 – Federation Seal

1. Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Federation.

By-law 2 – Name

2. Name

This organization shall be known under the name Canadian Bodybuilding Federation (CBBF) – Fédération Canadienne de Culturisme (FCC).

By-law 3 – Definitions

3. Definitions

In these by-laws, the terms listed below shall be defined as follows:

“Affiliate” shall mean an affiliated provincial organization, which is empowered by the Federation to govern the sport of bodybuilding, fitness and figure at the provincial level in each province. Only one affiliated organization will be approved in each province.

“Executive Committee” shall mean the Executive Committee of the Federation, namely the Chairman and Vice Chairpersons or equivalents of the Federation.

“Federation” shall mean the Canadian Bodybuilding Federation (CBBF) - Fédération Canadienne de Culturisme (FCC).

“General Assembly” shall mean the general assembly of the Federation, namely the Affiliates, as represented by the one elected representative of each Affiliate, or their duly appointed proxies, together with the Executive Committee.

“Member” shall mean an Affiliate, Honourary Member or Individual Member in good standing of the Federation who is in conformity with the Constitution, By-laws, and Rules of the Federation.

By-law 4 – Objects**4. Objects**

The objects of the Federation shall be as set down in the Letters of Patent of the Federation from time to time, including:

- (a) to develop, organize, and control the sport of bikini, bodybuilding, fitness, body fitness/figure and physique in Canada;
- (b) to promote an interest in, and a dedication to, better health and fitness through physical culture, proper nutrition and weight training;
- (c) to develop and strengthen friendship and cooperation among members of the Federation;
- (d) to supervise the activities of the members of the Federation;
- (e) to legislate rules and regulations for the sport of bikini, bodybuilding, fitness, body fitness/figure and physique in Canada;
- (f) to sanction and bikini, bodybuilding, fitness, body fitness/figure and physique events in Canada;
- (g) to conduct training programs for athletes, coaches and officials;
- (h) to distribute information pertaining to the sport of bikini, bodybuilding, fitness, body fitness/figure and physique;
- (i) to act as the official national representative of the members of the Federation; and
- (j) to honour outstanding contributions to the sport of bikini, bodybuilding, figure, fitness and physique in Canada.

By-law 5 – Head Office**5. Head office**

The Head office of the Federation shall be situated in city or town of residence of the CBBF Chairperson.

By-law 6 – Membership

6.1 General

Membership in the Federation shall be non-transferable and limited to provincial organizations capable of furthering the objects of the Federation and whose application for admission as a member has been approved at the discretion of the Executive Committee.

6.2 Application for membership

Provincial organizations wishing to apply to become Affiliate members of the Federation shall do by written submission of the following documents:

- (a) a request for affiliation signed by the President and Secretary of the provincial organization;
- (b) a signed statement of agreement to abide by the Constitution, By-laws and Rules of the Federation;
- (c) a copy of the provincial organization's proposed Constitution, By-laws and Rules or other organizational documents;
- (d) a copy of any grant, license or other form of provincial or federal approval of the provincial organization, or any registration documents filed with the province or federal authority therefore;
- (e) a copy of the provincial organization's existing organizational structure or a list of elected positions of the Executive Committee and the names of those proposed to fill said positions;
- (f) a payment in an amount equal to the yearly membership fee. If the provincial organization is approved for affiliation, this amount will be used for the first year's membership fee. If the application for affiliation is not approved, one half of the amount will be returned to the applicant organization and one half will be retained by the Federation as an administration fee.

6.3 Documentation

On an annual basis, Affiliate members must file written documentation with the CBBF Chairperson setting out how and when they duly elected their Affiliate Representatives and who those individuals are. This information must be provided prior to the AGM. Affiliate members who do not provide this documentation will not be entitled to vote at the Annual General Meeting or at any Special Meeting convened by the CBBF.

6.4 Conditions of Membership

- (a) All members of the Federation agree to be bound by the Constitution, By-laws, and Rules of the Federation and the decisions and rulings of the Executive Committee.
- (b) The Affiliates shall be authorized, by the Federation, to carry out its objects at the provincial level and, as such, shall have the following duties:
- (c) to administer the sport of bikini, bodybuilding, fitness, body fitness/figure and physique within their own jurisdiction according to the By-laws and Rules of the Federation;
- (d) to advise their members of the current Constitution, By-laws, Rules policies and activities of the Federation; and
- (e) to submit and uphold the points of view of their members at meetings of the General Assembly.

6.5 Affiliate Membership

- (a) For greater certainty, an Affiliate is a provincial organization that is a Canadian entity, and whose objects are in conformity with, and supportive of, those of the Federation. The Affiliate shall remain an Affiliate at the discretion of the Chairperson. Only one Affiliate member per province shall be recognized by the Federation at any one time.
- (b) The Executive Committee shall be authorized to revoke or deny the membership of an Affiliate at any time, but it must follow the provisions of Articles 10 and 11. There is no requirement for disclosure of cause or any additional right of appeal except as stated in those provisions.

6.6 Honorary Memberships

The Executive Committee shall be authorized to grant honorary memberships to deserving individuals.

6.7 Individual Memberships

- (a) Individual memberships are granted when an athlete purchases a CBBF Booklet and is accepted for competition.
- (b) Pending further investigation and disciplinary actions, individual members may be suspended from membership upon the individual being charged with a criminal or drug offence. Conviction for a criminal or drug offence shall result in a suspension from membership.

6.8 Membership Year and Fees

The membership period of the Federation shall be from January 1st to December 31st of each year. Any member who fails to pay their membership fee for the current year shall not be considered a member in good standing and therefore, shall not have the right to participate in, or benefit from, any Federation activity.

6.9 Voting and Other Rights

- (a) Every Affiliate Provincial Organization, upon becoming a member of the Federation, shall have the right to participate in, and to benefit from, any activity of the Federation so long as that member meets the qualifications of the activity in question. In addition, Affiliate members shall have the voting and eligibility rights set down below, and Affiliate members shall, where applicable, ensure that voting and eligibility rights at the provincial or affiliate level conform with the following:
- i. An Affiliate member has the right to receive notice, to be present, to be heard and to vote at all meetings of the General Assembly. The Affiliate Representative, or a duly appointed proxy, shall be empowered by the Affiliate to vote on its behalf.
 - ii. Each Affiliate member must duly elect its Affiliate Representative in order to participate at CBBF meetings.
- (b) Honourary and Individual Members are not entitled to vote.
- (c) For greater certainty, every Affiliate member of the Federation shall have the following rights:
- i. the right to be present at meetings of the general membership, including electoral meetings;
 - ii. the right to submit propositions to the Executive Committee, or General Assembly;
 - iii. the right to speak and to be heard at meetings of the general membership;
 - iv. the right to be informed, in timely and accurate manner, of the current activities of the Affiliate and the Federation;
 - v. the right to receive fair notice and hearing on any matter of a disciplinary or other nature;

- vi. the right to a speedy and just decision on any matter of a disciplinary or other nature;
- vii. The rights to submit, without prejudice, a complaint to the appropriate authority.

6.10 Withdrawal

Any member of the Federation may withdraw from the Federation by delivering a written letter of resignation to the Executive Committee.

6.11 Revocation of Membership

The Chairperson may revoke any membership in the Federation in disciplining the member for conduct that contravenes its Constitution, By-laws, and Rules or prejudices the Federation or the sport of bikini, bodybuilding, fitness, body fitness/figure and physique.

6.12 Fees

Every member of the Federation shall pay a yearly membership fee to the Federation in such amount as may be established, from time to time, by the Executive Committee. The membership period of the Federation shall be from January 1st to December 31st. Any change in the yearly membership fee must be communicated to the membership by September 30 of each year prior to the increase taking effect.

By-law 7 - General Assembly

7.1 Costs

Each Affiliate shall be individually responsible for any and all costs incurred by their own members in attending meetings of the General Assembly.

7.2 Annual Reports

Each Affiliate shall submit, to the General Assembly, a typewritten annual report and financial statement, which shall be included as an annex to the record of decision of the meeting of the General Assembly.

7.3 Privacy

Meetings of the General Assembly are private and therefore, shall normally be attended by members of the General Assembly, and the chairpersons of the various standing committees. Any other individual, or individuals, wishing to attend must obtain prior

written approval from the Executive Committee. The Federation is under no obligation to allow non-members to attend the meeting of the General Assembly.

7.4 **Delegates**

While each Affiliate has only one vote, each Affiliate may send two delegates to the meeting of the General Assembly as follows:

- (a) the Affiliate Representative, or a duly appointed representative;
- (b) one other delegate, said delegate who must be a duly elected member of the executive committee of the Affiliate.

7.5 **Affiliate Representative Meeting Attendance**

Where the Affiliate Representative is unable to attend, and where a representative has been duly appointed to attend in his or her stead, the Federation must receive prior notice. Said notice shall be in writing and shall indicate the following:

- (a) the name of the representative;
- (b) the position of the representative;
- (c) a statement attesting to the fact that the representative is a duly elected member of the executive committee of the Affiliate.

7.6 **Recording Equipment**

Recording equipment shall not be permitted at meetings of the General Assembly without the prior approval of the Executive Committee.

7.7 **Non-Attendance**

Any Affiliate, which is absent from two consecutive meetings of the General Assembly, may be expelled from the Federation at the discretion of the Executive Committee.

7.8 **Meeting propositions**

The Affiliate shall submit their propositions or annual general meeting agenda items to the Federation at least fourteen (14) days prior to the date fixed for the meeting of the General Assembly.

7.9 Agenda

The agenda for the meeting of the General Assembly shall be forwarded to the members of the General Assembly no later than seven (7) days prior to the date fixed for the meeting of the General Assembly. Said agenda shall normally take, but is not limited to, the following form:

- (a) meeting called to order;
- (b) opening remarks from Chairperson;
- (c) verification of delegates;
- (d) adoption of previous record of decision;
- (e) adoption of financial statement;
- (f) annual reports of the Affiliates, including financial statements;
- (g) annual reports of the Federation;
- (h) old business;
- (i) new business (propositions, motions, appeals, etc.
- (j) Executive elections, if it is an election year
- (k) closing remarks from Chairperson;
- (l) meeting adjourned.

7.10 Verification

The Chairperson shall be authorized and empowered to take whatever reasonable means are necessary in order to ensure that the delegates in attendance are bona fide members of the General Assembly.

7.11 Meetings

The meetings of the General Assembly shall be conducted in accordance with the general guidelines as set down in Robert's Rules of Order. Accordingly, the following rules of conduct shall apply:

- (a) a member must be recognized by the Chairperson before being allowed to have the floor and address the General Assembly;

- (b) members must at all times address the Chairperson and shall refrain from directly addressing each other;
- (c) no matter shall be discussed by the General Assembly unless it has first been raised by way of motion;
- (d) every motion shall have a first and second, failing which said motion shall not be tabled for discussion;
- (e) the member first proposing a motion shall be the first member to speak on that motion. The Chair shall ensure that equal time is given to both sides of a motion;
- (f) the Chairperson shall decide the time allotted to each motion. At the end of the allotted time, a vote shall be called as to the disposition of the motion;
- (g) any member shall have the right to propose an amendment to a motion. The proposal to amend must have a second;
- (h) any motion may be tabled for further discussion at a later time;
- (i) where there is a tie vote, the motion fails;
- (j) the Chairperson has the right to vote on any motion. Where the Chairperson's vote in the negative will make a tie, the Chairperson may cast a vote and thus defeat the motion.
- (k) the Chairperson shall vote on every issue wherein a secret ballot is called for.

7.12 Powers

The General Assembly shall have those powers conferred to members pursuant to the Constitution, By-Laws and Rules, including to receive at each annual general meeting the annual reports of the Executive Committee, the annual financial statements for the Federation and the auditors report therein;

7.13 Meeting Location

The annual or any other meeting of the General Assembly shall be held at the head office of the Federation or at any place in Canada as the Executive Committee may determine and on such day as the said Executive Committee shall appoint. The General Assembly may resolve that a particular meeting of the General Assembly be held outside of Canada.

7.14 **Agenda of Meetings**

At every annual meeting of the General Assembly, in addition to any other business that may be transacted, the report of the Executive Committee, the financial statements and the report of the auditors shall be presented. The General Assembly may consider and transact any business either special or general at any meeting of the General Assembly.

7.15 **Special Meetings**

The Chairperson, shall, upon written request from four (4) or more Affiliates, or upon written request from a majority of the Executive Committee, convene, as soon as is feasibly possible, a special meeting of the General Assembly. The special meeting may be convened through electronic means.

7.16 **Notice**

Notice of any meeting of the General Assembly shall be given in writing and shall be forwarded to the Presidents of the Affiliates and the members of the Executive Committee at least fifteen (15) days prior to the date fixed for the meeting. Said notice shall contain sufficient information concerning the business to be conducted so as to permit the General Assembly to form a reasonable judgement on any decisions to be taken. Notice of each meeting of the General Assembly must remind those members of the General Assembly entitled to vote that they have to right to vote by proxy.

7.17 **Errors or Omissions in Notice**

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the General Assembly shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member of the General Assembly for any meeting or otherwise, the address of the member of the General Assembly shall be his last address recorded on the books of the Federation.

7.18 **Quorum**

The quorum at any meeting of the General Assembly shall consist of the majority of the Affiliates and a majority of the Executive Committee.

7.19 **Conduct of Meeting and Voting**

The Chairperson, or any other individual appointed by the Chairperson, shall be the chair at all meetings of the General Assembly. Each Affiliate in attendance shall be entitled to one (1) vote. Each member of the Executive Committee shall be entitled to

one (1) vote. Unless otherwise provided, every issue before the General Assembly shall be decided by a majority vote. The chair of the meeting is entitled to vote.

7.20 Resolutions

A resolution in writing, signed by all the members of the General Assembly entitled to vote on that resolution at a meeting of the General Assembly, is as valid as if it had been passed at a meeting of the General Assembly.

7.21 Proxy

A member of the General Assembly may, by means of written proxy, appoint a proxy-holder to attend and act at a specific meeting of the General Assembly, in the manner and to the extent authorized by the proxy. A proxy-holder must be a member of the General Assembly.

7.22 Records of Decision

The records of decision of all meetings of the General Assembly shall be taken by the Vice Chairperson Finance and Administration, or a duly appointed representative, and shall be forwarded to the members of the General Assembly within sixty (60) days of the date fixed for the meeting.

By-law 8 – Executive Committee

8.1 Qualifications

The Executive Committee members must be individuals, at least eighteen (18) years of age, with power under the law to contract and must be executive members of the Federation.

8.2 Powers

The Executive Committee shall have power to manage the Federation and, as much, shall:

- (a) direct the day to day affairs of the Federation in all matters; administer the affairs of the Federation in all things and make or cause to be made for the Federation, in its name, any kind of contract which the Federation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Federation is by its charter documents or otherwise authorized to exercise and do;

- (b)** have the power to authorize expenditures on behalf of the Federation from time to time and may delegate by resolution to an Executive Committee member the right to employ and pay salaries to employees;
- (c)** have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the Federation in accordance with such terms as the Executive Committee members may prescribe;
- (d)** have the power to take such steps as they may deem requisite to enable the Federation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Federation;
- (e)** have the power to investigate any concerns expressed to it relating to the conduct of any Associate member or its Executive;
- (f)** Subject to Articles 10 and 11, have the power to deny or revoke any membership and without right of appeal or disclosure of justification.
- (g)** have the power to demand that any provincial affiliate organization schedule and conduct elections under the direct control, supervision and or scrutiny of the CBBF Executive Committee for any or all positions on the executive of a provincial affiliate organization.
- (h)** Have the powers to accept or reject the outcome of any elections held or appointments made to provincial affiliate organizations.
- (i)** have the power to prescribe and amend rules;
- (j)** ensure that the Constitution, By-laws, Rules of the Federation are followed by all the members of the Federation and, in the event of any breach, administer such appeal or disciplinary measures as are set out in the Constitution and By-laws;
- (k)** convene the meetings of the Executive Committee and the General Assembly;
- (l)** ensure that the decisions of the Executive Committee and the General Assembly are carried out; and
- (m)** set membership fees

8.3 Meetings

- (a) The annual or any other meeting of the Executive Committee shall be held at the head office of the Federation or at any place in Canada as the Executive Committee may determine and on such day as the said Executive Committee shall appoint. There shall be at least one (1) meeting per year of the Executive Committee.
- (b) If the Executive Committee members of the Federation consent thereto generally or in respect of a particular meeting, the Executive Committee or a member thereof may participate in a meeting of the Executive Committee by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and an Executive Committee member participating in the meeting by such means is deemed to be present at the meeting.

8.4 Notice

The notice of any meeting of the Executive Committee shall be given at least fifteen (15) days prior to the meeting. Said notice shall contain sufficient information concerning the business to be conducted so as to permit the members of the Executive Committee to form a reasoned judgement on any decisions to be taken.

8.5 Errors or Omissions in Notice

No error or omission in giving notice of any meeting or any adjourned meeting of the Executive Committee of the Federation shall invalidate such meeting or make void any proceedings taken thereat and any Executive Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

8.6 Quorum

The quorum at any meeting of the Executive Committee shall consist of the majority of the Executive Committee.

8.7 Voting

Each Executive Committee member shall be entitled to one (1) vote. Unless the Act or these By-laws otherwise provide, every issue before the Executive Committee shall be decided by majority vote.

8.8 Resolutions

A resolution in writing, signed by all the Executive Committee members entitled to vote on that resolution at a meeting of the Executive Committee, is as valid as if it had been passed at a meeting of the Executive Committee.

8.9 Special Meetings

The Chairperson shall, upon written request of the majority of the Executive Committee, convene, as soon as feasibly possible, a special meeting of the Executive Committee. The notice of meeting shall be given in writing and shall be forwarded to the members of the Executive Committee at least fourteen (14) days prior to the date fixed for the meeting. Said notice shall contain sufficient information concerning the business to be conducted so as to permit the Executive Committee to form a reasoned judgement on any decisions to be taken. The special Executive Committee meeting may be convened electronically.

8.10 Records of Decision

The records of decision of all meetings of the Executive Committee shall be taken by the Vice Chairperson Finance and Administration, or a duly appointed representative. The record of decision of the meetings of the Executive Committee shall not be available to the general membership of the Federation but shall be forwarded to the members of the General Assembly within sixty (60) days of the date fixed for the meeting.

8.11 Remuneration and Expenses

The members of the Executive Committee may serve as such without remuneration and no member of the Executive Committee may directly or indirectly receive profit from his or her position as such. Members of the Executive Committee may be paid reasonable expenses incurred in the performance of their duties. Nothing contained herein shall be construed to preclude any member of the Executive Committee from serving the Federation in a professional or other capacity and receiving reasonable compensation therefore as long as prior notification to the Executive Committee is provided.

8.12 Vacancy of Office

The office of the Executive Committee member shall be automatically vacated:

- (a) if an Executive Committee member resigns from his or her office by delivering a written resignation to the Chairperson or a Vice Chairperson of the Federation;
- (b) The Chairperson is formally requested by a 2/3 majority vote of the Executive Committee and General Assembly to resign
- (c) if he or she is found by a court to be of unsound mind;

- (d) if he or she becomes bankrupt or suspends payment or compounds with his or her creditors;
- (e) upon their conviction for a criminal or drug offence
- (f) on death;

8.13 Agents and Employees

- (a) The Executive Committee may appoint such agents and engage such employees as it shall be deemed necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Executive Committee at the time of such appointment. Employees or agents of the Federation may, but need not be, members of the Federation.
- (b) A reasonable remuneration for the agents and employees shall be fixed by the Executive Committee by resolution. Such resolution shall have force and effect only until the next meeting of the General Assembly when such resolution shall be confirmed by resolution of the General Assembly, or in the absence of such confirmation by the General Assembly, then the remuneration to such agents and employees shall cease to be payable from the date of such meeting of members.

8.14 Retirement:

A retiring Executive Committee member shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is appointed.

8.15 Succession

- (a) In the event that the Chairperson is not able to continue as chairperson or is removed from office, the following sequence of events shall occur:
 - i. The Executive Committee shall choose a successor from their ranks
 - ii. If the Executive Committee is unable to agree on a new Chairperson the General Assembly and the Executive Committee shall conduct a secret ballot vote to choose a Chairperson by majority vote.
- (c) In the event that a Vice Chairperson is not able to continue, the Chairperson may appoint an individual to take their place. This appointment will be valid until the next Annual General Meeting, at which time an election will be held to fill the position until the next scheduled Executive Committee election,

8.16 Elections

- (a) Elections to the positions of Chairperson and Vice Chairpersons shall be conducted at the CBBF Annual General Meeting every four years, or at a special meeting convened for that purpose, commencing at the Annual General Meeting one year after this by law provision has been passed.
- (b) Elections will be held in the following order:
 - 1) Chairperson
 - 2) Vice Chairperson Finance and Administration
 - 3) Vice Chairperson Operations
 - 4) Vice Chairperson Judging
- (c) To be eligible for election, an individual must be either a duly elected provincial President (Affiliate Representative), CBBF or Provincial Association Executive Committee member.
- (d) Elections shall be by secret ballot, with each duly elected Affiliate Representative and current CBBF Executive Committee Member
- (e) entitled to one vote. In the event of a tie, a second vote will take place, with only the top two vote recipients eligible for election.
- (f) No individual may hold both a provincial and national executive position because of the potential conflict of interest that would lie in doing so.
- (g) Secret ballots will be cast and counted at the AGM in the presence of its members.
- (h) Elected executive committee members take office on the day following the conclusion of the Nationals event, or in the event of a special meeting election, on the day following the election.

8.17 Indemnity

Every Executive Committee member of the Federation or other person who has undertaken or is about to undertake any liability on behalf of the Federation or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of funds of the Federation, from and against:

- (a) all costs, charges and expenses which such Executive Committee members or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter or thing whatsoever, made, done or

permitted by him or her, in or about the execution of the duties of his or her office or in respect of any such liability: and

- (b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

By-law 9 – Duties of Executive Committee Members

9.1 Chairperson

The Chairperson is the Chief Executive Officer of the Federation and, as such, shall have the following duties:

- (a) to have the general and active management of the affairs of the Federation;
- (b) to chair, direct the debate, preside over and keep order at meetings of the Executive Committee and the General Assembly;
- (c) to ensure that all orders and resolutions of the Executive Committee are carried into effect;
- (d) to have the authority to interpret any matter arising out of the Constitution, By-laws and Rules of the Federation and to investigate and impose discipline where appropriate; An interpretation is considered final and binding.
- (e) to be the official spokesperson and representative of the Federation in all matters of public relations;
- (f) to represent the Federation at the annual meeting of the International Federation of Bodybuilders; and
- (g) to fulfil any other duty, or duties, that may be assigned by the Executive Committee, or the General Assembly.

9.2 Vice Chairperson Finance and Administration

The Vice Chairperson Finance and Administration shall have the following duties:

- (a) to have the custody of the funds and securities of the Federation and to keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Federation in the books belonging to the Federation and to deposit all monies, securities and other valuable effects in the name and to the credit of the Federation in such chartered bank or trust company, or, in the case of

securities, in such registered dealer in securities as may be designated by the Executive Committee from time to time;

- (b) to disburse the funds of the Federation as may be directed by proper authority taking proper vouchers for such disbursements, and to render to the Executive Committee members at the regular meeting of the Executive Committee, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Federation
- (c) to record, or have recorded, in the books to be kept for that purpose, all votes in records of decision of the meetings of the Executive Committee, or the General Assembly;
- (d) to give or cause to be given notice of all meetings of the General Assembly and the Executive Committee;
- (e) to carry out any correspondence that may be directed by the Executive Committee, or the General Assembly;
- (f) to keep and maintain files of all documents in writing of the Federation;
- (g) to have custody of the Federation minute book and seal, which he or she shall deliver only when authorized by a resolution of the Executive Committee to do so and to such person or persons as may be named in the resolution;
- (h) to arrange for audited financial statements to be submitted to the General Assembly at its annual meeting;
- (i) to assist the Chairperson in the performance of his or her duties; and
- (j) to fulfil any other duties that may be assigned by the Chairperson

9.3 Vice Chairperson Operations

The Vice Chairperson Operations shall have the following duties:

- (a) to assist the Chairperson in the performances of his or her duties;
- (b) to perform the duties set out in the CBBF Anti-doping Program; and
- (c) to fulfil any other duty, or duties, that may be assigned by the Chairperson

9.4 Vice Chairperson Judging

The Vice Chairperson Judging shall have the following duties:

- (a) to ensure that the judging format, as detailed in the Rules, is followed at all CBBF events;
- (b) to appoint judges, in consultation with the applicable Affiliates, to the panels of all CBBF events;
- (c) to collect and retain the original copy of the statisticians score sheet;
- (d) to assist the Chairperson in the performances of his or her duties; and
- (e) to fulfil any other duty, or duties, that may be assigned by the Chairperson.

By-law 10 – Discipline

10. Discipline

In the event that any member of the Federation should fail to abide by the Constitution, By-laws, and Rules of the Federation, or should engage in conduct determined by the Federation to be prejudicial and/or contrary to the objects of the Federation, such member may be subject to such disciplinary measures administered by the Chairperson of the Federation.

Before imposing these disciplinary measures, the member shall be notified in writing of the allegation, its particulars and of the proposed discipline and be given two weeks from the notification date to respond in writing.

- (a) If no response is received in the requisite time period, or if the member does not contest the action, the disciplinary measures will take effect immediately.

By-law 11 – Appeals

11. Appeals

A member who has been notified of a disciplinary measure shall have the right of appeal. This appeal must be made in writing and be sent to the Executive Committee within two weeks of receiving notice of the disciplinary measure. The Executive Committee, excluding the Chairperson, shall hear the appeal, either at a meeting or through a conference call as soon as is feasible. The Executive Committee's, excluding the Chairperson, decision is final and irrevocable.

By-law 12 – General

12.1 International Affiliation

The Federation is recognized by the International Federation of Bodybuilders (IFBB) as the sole controlling body for the sport of bodybuilding, figure and fitness in Canada and, as such, shall abide by the Constitution and Rules of the IFBB.

12.2 Incorporation

The Federation shall be incorporated under the Canada Corporations Act.

12.3 Official Languages

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

12.4 Non-discrimination

The Federation shall not discriminate on the basis of age, race, colour, sex, religion, politics or handicap.

12.5 Fiscal Year

Unless otherwise ordered by the Executive Committee the fiscal year of the Federation shall be from January 1st to December 31st.

12.6 Funds

The funds of the Federation shall be received through those membership fees (CBBF Booklet), contest sanction fees, photography rights and contest entry fees as may be determined by the Executive Committee from time to time. The Federation may further solicit and accept monies, by way of contribution, gift, sponsorship, or any other means, intended to assist the Federation in the furtherance of its objects.

12.7 Documents

Any document, contract, or other instrument in writing, requiring the signature of the Federation shall be signed by the Chairperson and all contracts, documents and instruments in writing so signed shall be binding upon the Federation without any further authorization or formality. The Executive Committee shall have power from time to time by resolution to appoint an Executive Committee member or Executive Committee members on behalf of the Federation to sign specific contracts, documents and instruments in writing. The Executive Committee may give the Federation's power of attorney to any registered dealer in securities for the purpose of transferring of and dealing with stocks, bonds and other securities of the Federation.

The seal of the Federation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any Executive Committee member or Executive Committee members appointed by resolution of the Executive Committee.

12.8 Auditor

The General Assembly shall, at each annual general meeting, appoint an independent auditor who shall audit the financial records of the Federation for report to the General Assembly at its next annual general meeting. The auditor shall hold office until the next annual meeting provided that the Executive Committee may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Executive Committee.

12.9 Books and Records

The Executive Committee members shall see that all the necessary books and records of the Federation required by the By-laws of the Federation or by any applicable statute or law are regularly and properly kept.

12.10 Rules

The Executive Committee may prescribe and amend such rules not inconsistent with these By-laws relating to the management and operation of the Federation as they deem necessary.

12.11 Interpretation

In these By-laws and in all other by-laws of the Federation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include plural numbers or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

By-law 13 - Amateurism

13.1 Definition

An amateur athlete is an individual who has never received any monetary payment or a professional title, in a non recognized organization for competing in bikini, bodybuilding, fitness, body fitness/figure and physique competitions.

13.2 Prizes

An athlete may accept merchandise and other similar prizes.

By-law 14 - Professional Status

14.1 Professional Status

Any athlete wishing to apply for professional status must have won his or her overall title at the Canadian Bodybuilding Championships or the Canadian Junior/Master, Bikini, Figure and Fitness Championships, except where the Judging Committee selects an additional athlete, at any of the above mentioned events. In addition, the winner of the men's master class may also be afforded the opportunity to apply for professional master status at the discretion of the Chairperson.

14.2 IFBB Competition

The member's name will be provided to the IFBB Professional League President by formal letter from the Chairperson.

By-law 15 - Code of Ethics

15.1 Competitors are bound by the following Code:

We, the bikini, bodybuilding, fitness, body fitness/figure and physique athletes, realizing that our conduct reflects on the good name of our respective sport and realizing that the responsibility thereby placed upon us, pledge ourselves:

- (a) to fulfill our responsibility to society, to our coaches, to the officials and to the administrators of the Federation.
- (b) to honour, dignify and support the sport of bikini, bodybuilding, fitness, body fitness/figure and physique by competing in the best condition and to the best of our ability and by being in top shape when giving an exhibition or a seminar.
- (c) to respect our opponents on equal terms in the spirit of friendly rivalry and good sportsmanship.
- (d) to abide by the Constitution, By-laws and Rules of the Federation and to respect the rules of competition and to observe them honestly in co-operation with the officials, organizers and administrators.

- (e) to accept the decisions of the officials in the spirit of good sportsmanship without descending to selfish recriminations, realizing that those decisions have been made honestly and objectively.
- (f) to continue to strive for bodily perfection and correct moral principles.
- (g) to honour the special trust conferred upon us by our participation in and by our representation of our Federation and our country, at international events and to adhere to the standards of personal conduct expected of us.
- (h) to recognize the value of bikini, bodybuilding, fitness, body fitness/figure and physique and to promote its future by serving as an example to inspire other people to participate.
- (i) to co-operate with our officials and administrators in the development of high standards, both moral and physical, for the sport of bikini, bodybuilding, fitness, body fitness/figure and physique and in the progressive furtherance of the objects of the Federation; and
- (j) to follow the provisions of the CBBF Anti-doping Program.

15.2 **Officials are bound by the following Code:**

We, the officials, realizing that our actions and decisions as judges reflect on the good name of the sport of bikini, bodybuilding, fitness, body fitness/figure and physique and realizing the responsibility thereby placed upon us, pledge ourselves:

- (a) to apply honestly, impartially and objectively all the rules governing competitions.
- (b) to safeguard the interests of all competitors on equal terms.
- (c) to co-operate in providing the best possible conditions for the benefit of the competitors, other officials and administrators.
- (d) to respect the feelings and competitive drive of the bikini, bodybuilding, fitness, body fitness/figure and physique athletes and to make reasonable allowances for their heightened emotions in the heat of competition.
- (e) to abide by the Constitution, By-laws and Rules of the Federation and to respect the requirements of an effective administration and to co-operate willingly and promptly with the officially elected or appointed administrators in the carrying out of their duties and responsibilities.

- (f) to co-operate with the organizers of the competitions by rendering decisions clearly, promptly and in accordance with the requirements of the competition or judging procedures.
- (g) to refrain from attempting to influence the decisions of other judges and officials and to respect their individual opinions and decisions.
- (h) to honour the special trust conferred upon us by our selections as judges and officials and to adhere to the standards of personal conduct expected of us.
- (i) to co-operate with bikini, bodybuilding, fitness, body fitness/figure and physique athletes, other officials and administrators in the development of high standards, both moral and physical, for our respective sport and in the progressive furtherance of the objects of the Federation.

15.3 Administrators are bound by the following Code:

We, the administrators, realizing that our policies, decisions and actions reflect on the good name of the sport bikini, bodybuilding, fitness, body fitness/figure and physique and realizing the responsibility thereby placed upon us, pledge ourselves:

- (a) to serve all members, be they bikini, bodybuilding, fitness, body fitness/figure and physique athletes, officials or other administrators, according to their needs.
- (b) to promote, through the sport of bikini, bodybuilding, fitness, body fitness/figure and physique an understanding of its objects, its values and achievements, uniting all those whom participate, in whatever capacity, in the feelings of mutual respect and friendship.
- (c) to safeguard the health and physical fitness of the bikini, bodybuilding, fitness, body fitness/figure and physique athlete.
- (d) to provide the bikini, bodybuilding, fitness, body fitness/figure and physique with the best possible conditions for achieving bodily perfection.
- (e) to provide bikini, bodybuilding, fitness, body fitness/figure and physique athletes, officials and other administrators with the best possible conditions for the conduct of competitions.
- (f) to co-operate with the organizers, officials and other administrators in the carrying out of their competition duties with the utmost efficiency.

- (g)** to abide by the Constitution, By-laws and Rules of the Federation and to apply them in a fair and just manner when dealing with the membership of the Federation.
- (h)** to recognize the value of bikini, bodybuilding, fitness, body fitness/figure and physique and to co-operate with the athletes in inspiring other people to participate in order to ensure the future of the sport of bikini, bodybuilding, fitness, body fitness/figure and physique.
- (i)** to co-operate with all interested parties in the development of high standards, both moral and physical, for the sport of bikini, bodybuilding, fitness, body fitness/figure and physique and in the progressive furtherance of the objects of the Federation.