

**THE CONSTITUTION
OF THE
CANADIAN BODY BUILDING FEDERATION**

2014

TABLE OF CONTENTS

ARTICLE No.	TITLE	PAGE
1	Name	3
2	Composition	3
3	Interpretation	3
4	Purpose and Objectives	3
5	General Provisions	4
6	Types of Memberships	5
7	Membership Fees and Membership Year	5
8	Membership Rights	5
9	Resignation and Recovation	6
10	Appeals	6
11	The General Assembly	6
12	The Executive Committee	8
13	Other Committees	9
14	Duties of the Executive Committee Members	9
15	Duties of the Affiliates	10
16	Duties of Individual Members	11
17	General Administration	11

THE CONSTITUTION

ARTICLE 1 – NAME

The organization describing herein shall be known under the name Canadian Bodybuilding Federation, abbreviated CBBF (in French, Fédération Canadienne de Culturisme, and abbreviated FCC).

ARTICLE 2 – COMPOSITION

The CBBF shall be composed of the individual provincial organizations governing bikini, bodybuilding, fitness, body fitness/figure and physique, which have agreed to form a federation for the common good of the sport of bodybuilding, fitness, figure and physique in Canada.

ARTICLE 3 – INTERPRETATION

In this Constitution,

3.01: “Federation” means the CBBF.

3.02: “Affiliate” means an individual provincial organization, which has been duly recognized by the Federation as the sole affiliated provincial governing body for the sport bikini, bodybuilding, fitness, body fitness/figure and physique.

3.03 “Affiliate Representative” means an individual that has been duly elected, including but not limited to the President, by the provincial association to represent their province at CBBF meetings and events.

3.04: “Executive Committee” means the Executive Committee of the Federation, namely the Chairperson and Vice Chairpersons

3.05: “General Assembly” means the general assembly of the Federation, namely the Affiliate representatives, the CBBF Chairperson and Vice Chairpersons

3.06: “Members in good standing” means any individual or organization that conforms to the Constitution, By-laws and Rules of the Federation.

ARTICLE 4 – PURPOSE AND OBJECTIVES

The purpose of the Federation shall be to develop the sport of bikini, bodybuilding, fitness, body fitness/figure and physique on a national scale. In the pursuit of this purpose, the Federation has given itself the following objectives:

4.01: to govern the sport of bikini, bodybuilding, fitness, body fitness/figure and physique on a national scale;

- 4.02:** to regulate the sport of bikini, bodybuilding, fitness, body fitness/figure and physique in accordance with the By-laws, Constitution and Rules of the Federation;
- 4.03:** to promote better health and fitness through advocating the bikini, bodybuilding, fitness, body fitness/figure and physique lifestyle;
- 4.04:** to act as the official representative of its members and affiliates on an inter-provincial, national and international scale;
- 4.05:** to sanction bikini, bodybuilding, fitness, body fitness/figure and physique competitions, exhibitions, seminars and other such events;
- 4.06:** to conduct training programs for athletes, coaches, officials and other members;
- 4.07:** to distribute information pertaining to the sport of bikini, bodybuilding, fitness, body fitness/figure and physique;
- 4.08:** to honour exceptional individuals or organizations because of the numerous services rendered towards the advancement of the sport of bikini, bodybuilding, fitness, body fitness/figure and physique in Canada; and,
- 4.09:** to carry out any other objectives which the Federation may, from time to time, deem necessary and appropriate in the furtherance of its purpose.

ARTICLE 5 – GENERAL PROVISIONS

The following general provisions shall apply:

- 5.01:** The headquarters of the Federation shall be located in the town or city in which the Chairperson resides;
- 5.02:** The official language of the Federation shall be English and French;
- 5.03:** The Federation shall not discriminate on the basis of age, race, colour, religion, sex, politics or physical handicap.
- 5.04:** The Federation shall be incorporated under the Canada Corporations Act, Part II (Corporation Without Share Capital).
- 5.05:** The Federation shall be a member of the International Federation of Bodybuilders (IFBB).
- 5.06:** The Federation shall have a duly elected Executive and its Affiliate members shall elect individuals to represent them at the various CBBF meetings in order to participate and vote at the national level.

ARTICLE 6 – TYPES OF MEMBERSHIP

The federation shall be made up of those individuals or organizations that agree to accept and abide by the Constitution, By-laws and Rules of the Federation.

The following types of membership shall be offered:

6.01: Affiliate Member

- (1) Any provincial organization which is a Canadian entity and whose purpose and objectives are in conformity with, and supportive of, those of the Federation may become an Affiliate member of the Federation by applying to the Federation for recognition as the sole affiliated provincial governing body for the sport of bikini, bodybuilding, fitness, body fitness/figure and physique.
- (2) Only one (1) Affiliate member per province shall be recognized by the Federation at any one time.
- (3) Each Affiliate member must duly elect its Affiliate Representative in order to participate at CBBF meetings.

6.02: Honourary Member

Any individual or organization, which is so recognized by the Federation because of the numerous services, rendered towards the advancement of the sport of bikini, bodybuilding, fitness, body fitness/figure and physique in Canada.

6.03 Individual Member

Any provincial association member who purchases a CBBF Booklet who is accepted for competition becomes an individual member for the current fiscal year.

ARTICLE 7 – CBBF MEMBERSHIP FEES AND MEMBERSHIP YEAR

7.01 Membership fees shall be in an amount as established, from time to time, by the Executive Committee and shall be standard throughout the Federation.

7.02 The membership period shall be that of the fiscal year of the Federation, namely January 1st to December 31st, regardless of when the membership takes effect.

ARTICLE 8 – MEMBERSHIP RIGHTS

Every member of the Federation shall have the rights to participate in and benefit from any and all activities of the Federation provided said member is a member in good standing and meets the qualifications of that activity.

ARTICLE 9 – RESIGNATION and REVOCATION

9.01: Any member of the Federation may voluntarily resign their membership by tendering their resignation to the Chairperson. The resignation shall be without condition(s) and shall take effect on the day the resignation is tendered.

9.02: The Chairperson may revoke the membership of any member of the Federation as a result of conduct prejudicial and/or contrary to the Federation and/or the sport.

ARTICLE 10 – APPEALS

Every member of the Federation shall have the right to appeal any action of a disciplinary or other nature taken against said member to the CBBF Executive Committee. The Chairperson is not permitted to hear the appeal. Any decision made by the Executive Committee shall be final.

ARTICLE 11 – THE GENERAL ASSEMBLY

11.01: COMPOSITION

The General Assembly shall be composed of the Affiliate Representative, or their duly appointed representatives and the Executive Committee.

11.02: POWERS

The General Assembly shall have the following powers:

- (1)** to adopt and amend the Constitution, By-laws and Rules of the Federation;
- (2)** to adopt any and all annual reports of the Federation;
- (3)** to consider any and all matters pertaining to the purpose and objectives of the Federation and to adopt any and all measures judged necessary and appropriate on this subject; and,

11.03: MEETINGS

The General Assembly may meet once a year on the occasion of the CBBF Canadian Bodybuilding Championships and at any other time it may deem necessary and appropriate.

11.04: NOTICE OF CONVOCATION

The notice of convocation of any and all meetings of the General Assembly shall be forwarded to the members of the General Assembly at least fifteen (15) days, prior to the date fixed for any such meeting. Said notice shall contain, but not be limited to, the following topics:

- (1)** proposed agenda;

(2) motions to amend the Constitution or By-laws, if any;

(3) any other motions, if any;

11.05: QUORUM

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

11.06: RECORDS OF DECISION

The records of decision of any and all meetings of the General Assembly shall be taken by the Vice Chairperson of Finance and Administration of the Federation, or a duly-appointed representative, and shall be forwarded to the members of the General Assembly within ninety (90) days of the dated fixed for any such meeting.

11.07: VOTING

(1) The voting at meetings of the General Assembly shall be conducted by raised hand except where a secret ballot is called for.

(2) Each Affiliate shall be entitled to one (1) vote.

(3) The chair of the meeting is entitled to one (1) vote.

(4) Each member of the Executive Committee shall be entitled to one (1) vote.

(5) Individual or honorary members are not entitled to vote.

(6) Every issue before the General Assembly, except for a By-law 8.12(b) (Removal of Chairperson) vote, shall be decided by majority vote.

11.08: SPECIAL MEETINGS

(1) The Executive Committee shall, at the request of the four (4) or more Associations, or at the request of the majority of the Executive Committee, convene, as soon as feasibly possible, a special meeting of the General Assembly. The notice of convocation shall contain the reason(s) for which the special meeting is called and shall be forwarded to the members of the General Assembly at least thirty (30) days prior to the date fixed for any such meeting.

(2) A special meeting may be conducted electronically unless a majority of Affiliates or a majority of the Executive Committee oppose this format.

(3) Individual or Honourary members are not entitled to vote.

ARTICLE 12 – THE EXECUTIVE COMMITTEE

12.01: COMPOSITION

The Executive Committee shall be composed of the Chairperson and Vice Chairpersons.

12.02: POWERS

The Executive Committee shall have the following powers:

- (1) to administer the current affairs of the Federation;
- (2) to ensure that the By-Laws, Constitution and Rules of the Federation are followed by its members;
- (3) to carry out the decisions of the General Assembly;
- (4) to prepare and convene the meetings of the General Assembly;
- (5) to exercise any and all powers delegated to it by the General Assembly and to do so in the best interests of the Federation and the sport; and
- (6) to hear any disciplinary appeal and to do so fairly.

12.03: MEETINGS

The Executive Committee shall meet at any time it deems necessary and appropriate.

12.04: NOTICE OF CONVOCATION

The notice of convocation of any and all meetings of the Executive Committee shall be given fifteen (15) days prior to the date fixed for any such meeting. Said notice shall contain a list of the item(s) to be tabled.

12.05: QUORUM

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

12.06: RECORDS OF DECISION

The records of decision of any and all meetings of the Executive Committee shall be taken by the Vice Chairperson of Finance and Administration or a duly-appointed representative and shall be forwarded to the members of the General Assembly within ninety (90) days of the date fixed for any such meeting.

12.07: VOTING

Each member of the Executive Committee shall be entitled to one (1) vote.

ARTICLE 13 – OTHER COMMITTEES

The Federation shall have the power to form any various other committees it may deem necessary and appropriate in order to carry out any objectives.

ARTICLE 14 – DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

14. 01: THE CHAIRPERSON

- (1) to direct the debate and keep order at meetings of the General Assembly and Executive Committee according to the tradition and rules of parliamentary debate;
- (2) 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;
- (3) to be the official spokesperson and representative of the Federation in all matters of public relations;
- (4) to represent the Federation, or to designate a representative of the Federation, to attend the annual congress meeting of the IFBB; and,
- (5) to fulfill any other duties that may, from time to time, be assigned by the General Assembly or the Executive Committee.
- (6) to appoint Vice Chairpersons as members of the Executive Committee in the event of their inability to act.

14.02: VICE CHAIRPERSON FINANCE AND ADMINISTRATION

- (1) to record or have recorded, the record of discussion of the meetings of the General Assembly and Executive Committee;
- (2) to carry out any and all correspondence as may, from time to time,
- (3) to receive all payments; pay all expenses and keep an account of any and all such transactions;
- (4) to submit to the General Assembly at its annual meeting, an audited financial statement;

- (5) to assist the Chairperson in the performance of his or her duties; and,
- (6) to fulfill any other duties that may, from time to time, be assigned by the Chairperson

14.03 VICE CHAIRPERSON OPERATIONS

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

14.04: VICE CHAIRPERSON FOR JUDGING

- (1) to ensure that the judging format, as detailed in the Rules, is followed at all CBBF events;
- (2) to qualify members to the level of national judge and control the distribution of national judging cards;
- (3) to appoint judges, in consultation with the applicable Associations, to the panels of all CBBF events;
- (4) to analyze and retain records of the judges accuracy marks for both regular panel and test judges from CBBF events;
- (5) to collect and retain the original copy of the statisticians score sheet;
- (6) to distribute a report on all CBBF events to the appropriate Associations;
- (7) to recommend, to the Federation, disciplinary, or other, action against any official who fails to abide by the By-laws and Rules;

ARTICLE 15 – DUTIES OF THE AFFILIATES

15.01: to submit any request or proposition that the members of their Association wish to present to the Federation to the Executive Committee;

15.02: to submit and uphold the points of view of the members of their Association in the discussions of the General Assembly or the Executive Committee; and,

15.03: to advise the members of their Association on the policies and activities of the Federation.

15.04: to submit all annual dues to the CBBF at least two months prior to any AGM

15.05: to meet all other CBBF requirements established for provincial associations in full.

ARTICLE 16 – DUTIES OF INDIVIDUAL MEMBERS

Individual Members must follow the provisions of the CBBF and their Provincial Association's Constitution, By-laws and Rules.

ARTICLE 17 – GENERAL ADMINISTRATION

17.01: FISCAL YEAR

The fiscal year of the Federation shall be from January 1st to December 31st.

17.02: FUNDS

The funds of the Federation shall be received through the imposition of membership fees, sanction fees and entry fees. The Federation shall be authorized to solicit and accept any and all contributions, gifts, sponsorships or any other such monies intended to further the purpose and objectives of the Federation.

17.03: BANKING

The funds of the Federation shall be deposited in a chartered bank as selected by the Executive Committee. The Vice Chairperson Finance and Administration of the Federation, upon authorization and approval of the Chairperson of the Federation, shall sign any and all cheques drawn on the account of the Federation. The Chairperson shall receive an original copy of the monthly bank statement.

17.04: DOCUMENTS

Any and all documents, contracts or other such instruments in writing requiring the signature of the Federation shall be signed by the Chairperson of the Federation.

17.05: REIMBURSEMENT

Any member of the Federation shall be reimbursed any and all reasonable expenses which may be incurred by said member on behalf of the Federation provided such expenses have been authorized and approved by the Federation and are covered by supporting receipts or other such documents.

17.06: REMUNERATION

Any member of the Federation may receive reasonable remuneration for services rendered on behalf of the Federation provided such services are authorized and approved by the Federation.

17.07: INDEMNITY

Every member of the Federation shall be indemnified out of the funds of the Federation provided said member is acting under the authority and approval of the Federation and has not been wilfully negligent or fraudulent while carrying out any such actions.

17.08: MINUTE BOOK AND SEAL

The Federation minute book and seal shall be held at the offices of the Federation.

17.09: WINDING-UP/DISSOLUTION

In the event of the winding-up or dissolution of the Federation, all of its remaining assets, after payment of its liabilities, shall be equally divided amongst the Associations.