



# WFNBTA STATUTES

DECEMBER 2023



# WFBTA STATUTES

## ARTICLE 1 INCORPORATION

On April 25, 2013, the World Federation of National Baton Twirling Associations (hereinafter WFBTA) was established in California with the registration no. C3559031 and shall be registered for an unlimited duration. It comprises the international associations (hereunder referred to as member countries) which pursue the same objectives. The legal address is: 8722 Sailport Dr, Huntington Beach, California, 92646. The Administrative address shall be determined by the President of the Executive Committee.

### 1.1 PREAMBLE

- 1.1.1 The WFBTA is a partnership of twirling nations, fused together by their common interest to see baton twirling flourish throughout the world.
- 1.1.2 The WFBTA is the Global Federation governing all aspects of the sport of baton twirling operating in each member country as a National Baton Twirling Association worldwide, either directly or through its national member bodies. These Governing Statutes of the WFBTA set forth the high principles to which member nations subscribe.
- 1.1.3 The WFBTA shall not pursue any political, philosophical, religious, sexist or racist policies.

### 1.2 AFFILIATION

Member countries may be associated with other similar sports associations pursuing the same objectives and subscribing the same high principles of competitive fairness, impartiality, integrity, international harmony, good fellowship, and peace as the WFBTA.

### 1.3 OFFICIAL LANGUAGE

- 1.3.1 The official language of WFBTA is English.
- 1.3.2 During all meetings, the language spoken shall be English.
- 1.3.3 Any administrative report and documents issued by the association shall be in English.



## 1.4 GOAL AND MEANS OF ACTION

1.4.1 The WFNBTA shall strive to encourage and promote:

- Baton twirling as a sport, protecting the integrity of true baton twirling and not diminishing baton twirling's distinctiveness by imitating other sports.
- All disciplines pertaining to baton twirling.
- The organization of competitions, festivals, meetings, etc.
- The organization of training and specialization courses and clinics for its athletes, coaches and judges.
- Friendship and fair competitiveness among the affiliated member countries.
- The enhancement of the relationships among the affiliated member countries aiming to combine every member nation's effort to make baton twirling increasingly stronger and more popular and maximizing opportunities to earn public recognition.
- Co-working with any other association sharing the same scope and objectives which do not interfere with any existing goals, objectives or contracts of the WFNBTA.

## ARTICLE 2 MEMBERS

### 2.1 CATEGORIES OF MEMBERSHIP

- 2.1.1 The WFNBTA is comprised of the National Member Countries in two (2) official levels: **Full** Membership and **Provisional** Membership.
- 2.1.2 Any national member country is recognized as such, provided it is a national federation, or an association representing a country or geographic area officially and politically recognized as a country or independent state by the international community.
- 2.1.3 Any national member country organization must be identified as the WFNBTA governing national organization for baton twirling for that country. Only one (1) official national organization per country can be a member of WFNBTA.



2.1.3 The member countries belonging to WFBTA shall undertake to accept and abide by these Statutes, Regulations, Constitution, or any other provision in force, without exception.

## 2.2 FULL MEMBERSHIP:

2.2.1 Full membership is for countries that have the following:

- a fully formed national organization for baton twirling, with a Constitution or Governing Statutes
- annual National Championships
- integrated baton twirling training programs in more than one region of their country for their athletes, coaches & judges.
- participation in WFBTA international competitions.

2.2.2 Countries with Full Membership status are also expected to:

- prepare & select National team members for International competition.
- provide training for Coaches/Trainers and assist in securing any qualification/certification that may be available from WFBTA.
- provide training for Judges to gain any certification/qualification that is available from WFBTA.
- pay the WFBTA annual membership fee, as agreed by the Board of Directors
- attend WFBTA annual meetings.

2.2.3 The Presidents of full member National Countries comprise the Board of Directors (of National Country Members), and at the Annual General Assembly or extraordinary general meetings have voting rights.

2.2.4 Countries that have been newly accepted as Full Members will be eligible to vote after their first year of full membership.

2.2.5 Inactivity for more than two (2) years could result in a decision to have full membership status revoked. In addition to non-payment of membership fees, the term "inactivity" means non-participation at the WFBTA annual assembly for two consecutive years, or if the member state is not represented at competitions organized by the WFBTA for two or more consecutive years.

## 2.3 PROVISIONAL MEMBERSHIP:

2.3.1 Provisional membership is for countries in the process of forming or developing an organization. Provisional Members do not have voting rights.



- 2.3.2 A new or developing country is prohibited from becoming a Full Member until they have fulfilled the requirements in 2.2.1 and 2.2.2
- 2.3.3 Provisional member countries must pay the WFBTA annual fee, as agreed by the Board of Directors.
- 2.3.4 Inactivity for a minimum of two (2) years could result in a decision to not be accepted as a Full Member. Inactivity is defined as lack of:
- Conducting annual national championships
  - Proof of the number of participating athletes
  - Integrated baton twirling training programs
- 2.3.5 Countries in preliminary stages of development will be given opportunities for inclusion in the WFBTA, on a per situation basis.
- 2.3.6 If an application for Full membership is pending, provisional member countries may participate in World events.

## 2.4 VOTING

- 2.4.1 If a country's Full membership fee has not been paid for one (1) year, and the country pays the following year, they will be ineligible to vote in the AGM following their payment. The member country will be eligible to vote in the AGM after the first full year following their payment.
- 2.4.2 If a member country's membership fee has not been paid for two (2) or more years, the country must reapply for membership. If accepted as a full member, the member country will be eligible to vote in the AGM after the first full year following the reinstatement of their membership.

## 2.5 CONTINENTAL COMMISSIONS

- 2.5.1 A Continental Commission is a group of countries recognized by WFBTA that belong to the same continent or same geographic region.
- 2.5.2 Members of the WFBTA in good standing are automatically members of their relevant WFBTA continental commission, subject to satisfying the requirements of Section 3.2 and upon payment of the annual WFBTA membership fee.
- 2.5.3 In the event that there are two or more WFBTA member countries belonging to the same continent, a Continental Commission must be formed.

- 2.5.4 The WFNBTA Continental Commissions undertake to abide by the conditions agreed, documented and signed by representatives of both the WFNBTA and the Continental Commission and contained in the agreement specific to that Continental Commission.
- 2.5.5 Continental Commissions that are, or will be, recognized by WFNBTA:
- a) African Continental Commission
  - b) Asian Continental Commission
  - c) European Continental Commission
  - d) North and Central American and Caribbean Continental Commission
  - e) South American Continental Commission
  - f) Oceania Continental Commission
- 2.5.6 Obligations of the Continental Commissions
- a) to comply with and enforce compliance with the Statutes, regulations and decisions of WFNBTA, and work in partnership with WFNBTA to achieve the objectives stipulated in Article 1.4.
  - b) to sign a legal document detailing the specific terms of engagement, indicating agreement to the terms and conditions therein.
  - c) to nurture relations and cooperation with WFNBTA actively and constructively for the good of the baton twirling practice, through consultative meetings and to discuss and resolve any problems relating to the interests of the continental commission and WFNBTA
  - d) to set up the necessary bodies to fulfill the duties incumbent upon it and to procure the funds necessary to fulfill its duties
  - e) to avoid conflicts of interests in its decisions and any form of political interference with WFNBTA.
  - f) to organize competitions within the continent, if so desired by the members, in compliance with the WFNBTA calendar of events.
- 2.5.7 The Executive Committee of WFNBTA may delegate other duties to one or more continental commission(s) as needed and with its consent.
- 2.5.8 The operating procedures of all the continental commissions will be updated, when necessary, by the WFNBTA Executive Committee, and approved by the Board of Directors.
- 2.5.9 Each Continental Commission will consist of SIX committee members from the respective Continent, to be elected by the member countries in the Continental Commission:
- 1) Chairperson
  - 2) Secretary / Vice-Chairperson
  - 3) Twirling Technical Liaison to the WFNBTA Technical Chair



- 4) Majorette Liaison to the WFNBTA Technical Chair
- 5) Judges Liaison to the WFNBTA Judges Chair
- 6) Treasurer

2.6 Each position is to be elected by the member countries of that Commission and should consist of no less than three different member countries, when possible.

## **ARTICLE 3 APPLICATION FOR MEMBERSHIP**

- 3.1 The application of membership shall be forwarded in writing or via electronic email to the WFNBTA Executive Committee.
- 3.2 Any application of membership shall submit the National Organization Statutes and/or rules and regulations in force for the applying country and any other documents as required by the Executive Committee for consideration for Full or Provisional membership.
- 3.3 The Executive Committee shall come to a final decision about any application of Admission after analyzing the documents sent and shall announce it in writing or electronically.
- 3.4 Upon the recommendation of the Executive Committee, the Members of WFNBTA may ratify the acceptance of the applicant country at the next AGM, with a majority vote.
- 3.5 Any appeal against the decisions thereof shall be addressed in writing or electronically to the Executive Committee by the applying country not later than three (3) months after the date of written or electronic notification.
- 3.6 Only the appeals stating legitimate reasons and complete explanations shall be taken into consideration.
- 3.7 In the event of any dispute, the Board of Directors shall make the ultimate decision, with a majority vote.
- 3.8 The final confirmation of admission shall not be notified prior to the terms of appeal though within the shortest possible term after the decision made by the General Assembly.

## **ARTICLE 4 DUTIES OF MEMBERS**



- 4.1 All member countries undertake to accept and observe unconditionally these Statutes, regulations or any other provision in force.
- 4.2 All member countries undertake to promote the goals of the WFNBTA.
- 4.3 All member countries undertake to carefully observe the rules and obligations set forth by these Statutes and the regulations pertaining to the Statutes. Additionally, the members undertake to abide by any decision and provision of the Executive Committee.
- 4.4 Each member shall discharge their duty as a member:
- In good faith
  - With the care an ordinarily prudent person in a like position would exercise under similar circumstances
  - In a manner the member reasonably believes to be in the best interest of WFNBTA.

## **ARTICLE 5 RESIGNATION OR CANCELLATION OF MEMBERSHIP**

- 5.1 The resignation of a member country shall be addressed in writing or electronically to the Executive Committee.
- 5.1.1 The Executive Committee shall confirm the member's resignation in writing or electronically.
- 5.2 CANCELLATION OF MEMBERSHIP
- 5.2.1 The Executive Committee may review a country's membership and come to a decision about a membership cancellation and shall confirm their decision thereof in writing or electronically.
- 5.2.2 The member country of WFNBTA is entitled to appeal against the decision made by the Executive Committee within three (3) months after the date of a written or electronic notification.
- 5.2.3 Any appeal against the decisions thereof shall be addressed in writing to the Executive Committee by the member country not later than three (3) months after the date of a written or electronic notification.
- 5.2.4 Only the appeals stating legitimate reasons and complete explanations shall be taken into consideration.

- 5.2.5 In the event of any dispute, the Board of Directors shall make the ultimate decision, with a majority vote.
- 5.2.6 The final acceptance of cancellation shall not be notified prior to the terms of appeal though within the shortest possible term after the decision made by the Board of Directors.
- 5.2.7 The cancellation of a member country shall become effective, provided that the member country has met all its financial obligations towards WFNBTA.

## **ARTICLE 6 EXCLUSION**

- 6.1 A member country may be excluded in the event of:
  - 6.1.1 the guidelines concerning the goals of the association are hampered or violated by the member country.
  - 6.1.2 a member country acting contrary to the provisions set forth by the Statutes.
  - 6.1.3 a member country not abiding by the provisions and decisions established by the culture, principles, philosophies of the organization.
  - 6.1.4 a member country not fulfilling all the financial obligations in spite of the Treasurer's notice.
  - 6.1.5 a member country acting contemptibly and detrimentally to the honor and reputation of the association.
- 6.2 The final decision about any exclusion shall be made by the Executive Committee after analyzing the case and any confirmation of exclusion will be confirmed in writing or electronically.
- 6.3 The member country is entitled to appeal against the decision made by the Executive Committee within three (3) months after the date of written or electronic notification.
- 6.4 Any appeal against the decisions thereof shall be addressed in writing to the Executive Committee by the member country not later than three (3) months after the date of the written or electronic notification term.
- 6.5 Only the appeals stating legitimate reasons and complete explanations shall be taken into consideration.



6.6 In the event of any dispute, the Board of Directors shall make the ultimate decision.

6.7 The final confirmation of exclusion shall not be notified prior to the terms of appeal though within the shortest possible term after the decision made by the Board of Directors.

## **ARTICLE 7 RIGHTS AND OBLIGATIONS OF THE RESIGNING OR EXCLUDED MEMBER COUNTRIES**

7.1 The resigning or excluded member country shall still fulfill their duties during the ongoing year.

7.2 The resigning or excluded member country shall moreover fulfill their financial obligations towards the association.

7.3 The resigning or excluded member country loses any rights over the assets of the association.

## **ARTICLE 8 ORGANIZATION OF WFNBT**

### **8.1 EXECUTIVE COMMITTEE**

The property and business of the WFNBT shall be managed by the Executive Committee on behalf of its Members.

### **8.2 BOARD OF DIRECTORS**

The Board of Directors is composed of delegates of the Member Countries. The Delegates are defined as individuals who are the Presidents for their country, or their representative, designated by their country to represent their country and vote on behalf of their country, at any meeting of WFNBT General Assembly.

8.2.1 A Delegate must be a current member in good standing of their country's National Baton Twirling Association/Federation.

8.2.2 The member countries are responsible for the appointment of their delegates.

8.2.3 All Delegates must conduct themselves at all times in a professional and courteous and respectful manner. Failure to do so will result in that delegate's removal from current, and possibly future, WFNBT proceedings and potential prevention of attending further meetings



### 8.3 ANNUAL GENERAL MEETING

- 8.3.1 The Board of Directors shall be summoned at least once per year by the Executive Committee and shall be given notice sixty (60) days prior to this date, named the Annual General Meeting (“AGM”).
- 8.3.2 The usual rules of procedure shall govern the conduct of meetings.
- 8.3.3 The number of Delegates each member country shall designate in order to take part in the AGM cannot exceed the maximum number of three (3). Only one (1) of the three (3) delegates shall have the privilege to speak and be entitled to vote, on behalf of their country. The non-voting delegates shall not be entitled to speak or otherwise participate in the deliberations unless specifically requested by the President of WFNBTA.
- 8.3.4 A list, stating the names of these delegates, plus the name of the delegate that will be speaking and voting, on behalf of their country, MUST be submitted to the Secretary of the WFNBTA, one week BEFORE the beginning of the Federation's meetings.
- 8.3.5 Sixty days' advance notification of the annual AGM will be given to the Board of Directors, who will then be advised of any post/s coming to the end of term or becoming vacant for any other reason (e.g. retirement).
- 8.3.6 Countries will be advised if any incumbents are standing for re-election and will be asked to submit any nominations for the EC posts.
- 8.3.7 All parties must make their interest known by forwarding their nominations to the WFNBTA Secretary via e-mail, no later than forty-five days prior to the AGM. The WFNBTA Secretary will then write to the nominee, for confirmation that they are happy to stand for the position. The Secretary will also confirm national membership standing with that nominee's country president. Once confirmed, the secretary will forward the names of those running for election to country presidents, no later than thirty days before the annual AGM.

### 8.4 VOTING POLICY

- 8.4.1 Every eligible member country has a right to one (1) single vote. A designated Delegate belonging to the member country's national

association is allowed to vote by proxy in the event the President of that country cannot attend.

- 8.4.2 Voting by e-mail: In order to conduct the business of the WFNBTA, during the interim between the WFNBTA meetings, correspondence to members is required by e-mail. Decisions requiring a vote may also be conducted by email during this period of time.
- 8.4.3 A simple majority of the represented eligible voting member countries shall be necessary to make any ordinary decision within the General Assembly.
- 8.4.4 The voting process shall occur by show of hands or by verbal assent or dissent. In the event of tie, the President is empowered to take the casting vote.
- 8.4.5 If there is a request for a secret ballot made by either the Executive Committee or a Member Country at the AGM, this will only be accommodated if two-thirds (2/3) of the represented eligible voting member countries of the Board of Directors are in agreement. This agreement will be achieved by a show of hands.
- 8.4.6 The quorum required for the election of the President of WFNBTA and the Executive Committee members is two-thirds (2/3) of the represented eligible voting member countries of the Board of Directors.

## 8.5 RIGHTS AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- To review and approve the WFNBTA annual report presented by the President.
- To review and approve the Financial Report concerning the accounts and the balance sheet.
- To review and ratify the budget submitted by the Treasurer to the Executive Committee.

- 8.5.1 The Board of Directors hold sovereign power in resolving any conflict that may arise among the member countries.
- 8.5.2 The Board of Directors hold sovereign power in resolving any conflict that may arise with any person having responsibilities pertaining the association.

## 8.6 EXTRAORDINARY GENERAL MEETING (EGM)



- 8.6.1 An EGM may be summoned any time by the Executive Committee or the President of WFNBTA, who may deem it necessary to hold it.
- 8.6.2 An EGM may be summoned provided that at least two-thirds (2/3) of the Member Country Delegates forward a written or electronic request for it to the Executive Committee.
- 8.6.3 Two-thirds (2/3) of the represented member countries will be sufficient to make decisions during an EGM.

## **ARTICLE 9 ELECTION & ELIGIBILITY OF THE EXECUTIVE COMMITTEE**

- 9.1 The Executive Committee (EC) of the WFNBTA shall be comprised of:
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) Technical Chair
  - f) Majorette Chair
  - g) Judges' Chair
  - h) Sport Legal Liaison
- 9.2 The EC delegates must also be a member in good standing of their country's National Baton Twirling Association/Federation, recognized by the World Federation of National Baton Twirling Associations.
- 9.3 A simple majority of the represented eligible votes at the AGM is required for the election of the President of WFNBTA and the Executive Committee members, which are elected by secret ballot every four (4) years.
- 9.4 Elected EC delegates shall hold office for a term as stated:
  - a) President                      4 years
  - b) Vice President                4 years
  - c) Secretary                        4 years
  - d) Treasurer                        4 years
  - e) Technical Chair                4 years
  - f) Majorette Chair                4 years
  - g) Judges' Chair                    4 years
  - h) Sports Legal Liaison        4 years

## 9.5 ELECTION PROTOCOL:

- 9.5.1 WFNBTAs EC officers to be elected on a rotation basis to avoid all EC members standing down at the same time and for continuity purposes. Three officers will stand for re-election one year, and the remaining four officers two years later.

## **ARTICLE 10 RIGHTS, RESPONSIBILITIES, OBLIGATIONS AND COMPETANCE OF THE EXECUTIVE COMMITTEE**

Executive Committee (“EC”) delegates shall be empowered to manage the day today business of the WFNBTAs and make decisions pertaining to administration, scheduling, formatting of events and non-technical issues, e.g. preparation of the Annual General Meeting Agenda; establishment of all prices and preparation of the working budget of the WFNBTAs, articles for sale; establishment of WFNBTAs award designs and prices; prepare recommendations to the Board of Directors following Executive Committee meetings.

- 10.1 The EC shall perform the administration of the association.
- 10.2 The EC shall manage the finances of the association.
- 10.3 The EC shall enforce the Statutes, orders or any other regulations.
- 10.4 The EC shall put forward the resolutions of the Board of Directors.
- 10.5 The EC shall propose the admission of a new member country.
- 10.6 The EC shall propose the membership termination of a member country.
- 10.7 The EC shall propose the exclusion of a member country.
- 10.8 The EC shall propose the admission fee for the new member country.
- 10.9 The EC shall draw up the budget and submit it to the Board of Directors.
- 10.10 The EC shall deal with the relations with other different international associations, defending the same rights and having the same objectives.
- 10.11 The EC shall keep a register of the member countries of the association.

- 10.12 All correspondence of the association towards third parties shall be signed by two members of the EC, unless proxy is given to another member having a right to sign. This does not happen and is not likely to happen as we use email in the main.
- 10.13 The General Assembly shall be summoned by the EC in order to conduct the necessary business of the Federation.
- 10.14 In the event of urgent cases, the notice of a meeting shall be circulated at least three weeks prior to the designated date.
- 10.15 Five (5) people out of the 7 members of the EC are considered a quorum.
- 10.16 The EC is entitled to appoint any other officers if it is deemed necessary in order to carry out clearly determined tasks. The appointed officers shall not thus become members of the EC.
- 10.17 Any appeal against a proposal set forth by the EC shall be forwarded in writing to the EC within three (3) months after notification of the proposal.
- 10.18 If within the annual meeting term no appeal has been forwarded to the EC, the proposal shall be considered as accepted and shall acquire the status of a decision. Such decision shall be straightforward put in force, unless any other term is agreed upon.
- 10.19 The members of the EC shall receive no remuneration for the functions they perform and are reimbursed for acceptable expenses when the appropriate receipt is submitted to the Treasurer.



## **ARTICLE 11 VACATION OF OFFICE:**

- 11.1 If a vacancy or vacancies occur(s) on the Executive Committee, the President shall have the power to appoint a replacement(s) to fill the position(s) vacated. The appointed individual(s) shall serve only until the next Annual General Meeting of the Federation with no voting power, at which time the position(s) shall be declared vacant for the unexpired term. An election shall be held at this time.
- 11.2 If the position of President becomes vacant during his/her term of office, the Vice President shall become Acting President and shall serve only until the next Annual General Meeting of the Federation, at which time the position shall be declared vacant for the unexpired term of the President. An election shall be held at this time.

## **ARTICLE 12 EXECUTIVE COMMITTEE - JOB DESCRIPTIONS**

- 12.1 **PRESIDENT: TERM OF OFFICE - 4 YEARS.** After such 4-year term a new election may be held. The outgoing President may be re-elected.
- 12.2 The President's duties are as follows:
- a) Represents the World Federation of National Baton Twirling Associations.
  - b) Presides over all EC meetings.
  - c) Ex officio member of all committees.
  - d) Must call one meeting per year, giving notification to all members of time and place and providing them with an agenda.
  - e) Oversees the implementation of the decisions made by the GA and EC.
  - f) May delegate an officer or EC member to carry out special tasks.
  - g) In the event of a tie in voting, may vote for a final decision to break the tie in the GA and EC meetings.
  - h) Should the President be absent or not available to attend a meeting, he/she shall be replaced by the Vice President of the EC carrying out his/her functions.
  - i) The President shall provide a complete financial statement of expenditures to the Treasurer before the Annual General Meeting. The statement will indicate administrative costs incurred during that year. (Receipts to be attached to statement.)
  - j) The President shall notify the Treasurer and Auditing Committee of the exact date and time for the official auditing of the WFBTA financial records.



- 12.3 VICE PRESIDENT: TERM OF OFFICE - 4 YEARS. After such 4-year term a new election may be held. The outgoing Vice President may be re-elected.
- 12.4 The Vice President's duties are as follows:
- a) Acts as President in the absence of same.
  - b) Shall work closely with the President and support him/her in his/her functions.
  - c) The Vice President is not entitled to take a casting vote during the GA.
- 12.5 SECRETARY: TERM OF OFFICE - 4 YEARS. After such 4-year term a new election may be held. The outgoing Secretary may be re-elected.
- 12.6 The Secretary's duties are as follows:
- a) Takes the minutes of the meetings.
  - b) Sends a copy of the minutes within 14 days of each meeting.
  - c) Is responsible for general correspondence.
  - d) Is responsible for the World Federation of National Baton Twirling Associations archives.
  - e) Maintains the "motion" handbook.
  - f) In conjunction with the Treasurer, maintains an accurate record of member countries to show who is entitled to vote and to receive notices.
  - g) Incorporate this list in the database for keeping track of member countries and judges.
  - h) The Secretary is not entitled to take a casting vote during the GA.
- 12.7 TREASURER: TERM OF OFFICE - 4 YEARS. After such 4-year term a new election may be held. The outgoing Treasurer may be re-elected.
- 12.8 The Treasurer's duties are as follows:
- a) Administers the financial management of the association and provides a proposed (provisional) annual budget and shall control that the different budgets are implemented and met.
  - b) Provides a detailed balance sheet (financial statement) twice a year, 14 days in advance of meetings.
  - c) Keeps the accounts of the Federation and shall be ready at any time to present a report on the financial status upon request of the EC.
  - d) Stays within the limits of the budget.

- e) Obtains or requires three estimates of price on any large expenditure, to be established by the Executive Committee.
- f) Must obtain the President's authorization on expenditures.
- g) Must give all current documents, records, receipts, etc. to the Federation at end of his/her term of office.
- h) In the event it is required, the Treasurer shall obtain the signature of the WFNBTA President to present to the bank where the WFNBTA financial accounts are kept, to secure authorization for the President's signature in case of emergency: Treasurer to provide complete banking detail to the President; i.e. – Name of bank, address, telephone number, facsimile number.
- i) The Treasurer is responsible for collecting the membership fees, the contest entry fees, and invoicing member countries for WFNBTA annual membership dues. Invoices are to be mailed at a time designated by the President.
- j) The Treasurer shall make available the financial records for the official auditing of the WFNBTA financial records.
- k) Treasurer to provide a financial statement to the EC for WFNBTA administrative costs incurred.
- l) The Treasurer is not entitled to take a casting vote during the GA.

12.9 TECHNICAL CHAIR: TERM OF OFFICE – 4 YEARS. After such 4-year term a new election may be held. The outgoing Technical Chair may be re-elected.

12.10 The Technical Chair's duties are as follows:

- a) Oversees all the technical matters of the association.
- b) Shall summon the Technical Advisors for member countries to establish technical commissions whenever needed and in agreement with the EC.
- c) Shall summon meeting sessions with the Technical Representatives in agreements with the EC – depending on the needs arising in adjudicating matters.
- d) The Technical Chair shall chair all the meetings of the technical commissions.
- e) The Technical Chair may delegate an officer to carry out special tasks upon approval by the EC.
- f) The Technical Chair officially represents the association before any other international institution with respect to technical matters.
- g) The Technical Chair shall provide a review of the preceding year regarding technical matters to the AGM.
- h) The Technical Chair shall oversee that decisions made within the GA and by the EC are implemented.

- i) The Technical Chair may summon technical sessions depending on the technical needs arising and upon approval by the EC or the GA.
- j) The Technical Chair is not entitled to take a casting vote during the GA.

12.11 JUDGES' CHAIR: TERM OF OFFICE – 4 YEARS. After such 4-year term a new election may be held. The outgoing Judges Chair may be re-elected.

12.12 The Judges' Chair duties are as follows:

- a) The Judges' Chair is in charge of all the matters pertaining to the judges and/or adjudicating system of the association.
- b) The Judges' Chair shall summon meeting sessions with the Judges in agreement with the EC – depending on the needs arising in adjudicating matters.
- c) The Judges' Chair shall chair the pre and post competition meeting sessions.
- d) The Judges' Chair may delegate an officer to carry out special tasks upon approval by the EC or the GA.
- e) The Judges' Chair officially represents the Federation before any other international institution in matters of adjudication.
- f) The Judges' Chair shall provide a review of the preceding year on judging and adjudicating matters of the Federation before the ordinary GA.
- g) The Judges' Chair shall oversee that decisions made within the GA and by the EC are implemented.
- h) The Judges' Chair is not entitled to take a casting vote during the GA.

12.13 SPORT LEGAL LIAISON: TERM OF OFFICE - 4 YEARS. After such 4-year term a new election may be held. The outgoing Sport Legal Liaison may be re-elected.

12.14 The Sport Legal Liaison's duties are as follows:

- a) The Sport Legal Liaison shall advise about legal matters, contracts and agreements pertaining to the association, thus safeguarding the WFNBTA and protecting its entity and uniqueness, and serves the EC in a management, legal counsel and administrative role and is a liaison between the WFNBTA Executive and other international associations.
- b) In conjunction with the Treasurer, maintains an accurate record of members to show who is entitled to vote and to receive notices.
- c) Incorporate this list in the database for keeping track of athlete members and judges.
- d) Assist with maintaining an accurate copy of the Rules, Policies &

- Procedures and By-Laws of the WFNBTA.
- e) Ensures all association responsibilities are dealt with appropriately.
  - f) Assist the Anti-Doping Commission with maintaining results of Drug Testing conducted nationally, and internationally.
  - g) Be familiar with the rules and any other body that has governance to give advice to the President and Committee as required.
  - h) Reports to the President and EC.
  - i) Liaises with the President and EC as and when required.
  - j) Liaises with all internal member contacts when required.
  - k) The WFNBTA Sport Legal Liaison is accountable to the President and the Executive Committee Members.
  - l) Shall advise on public relations between the WFNBTA and the media and any other association.
  - m) The Sport Legal Liaison is not entitled to take a casting vote during the GA.

## **ARTICLE 13 TECHNICAL ASSEMBLY**

- 13.1 The Technical Assembly shall be comprised of a maximum of two delegates from each country.
  - 13.1.1.1 Each country will hold one vote within the Technical Assembly.
- 13.2 The member countries shall be given notice of at least sixty (60) days prior to the designated Technical Assembly date.
- 13.3 The Technical Assembly will only address technical and judging matters.
- 13.4 The Technical Assembly shall propose any change to improve the technical running of the association.
- 13.5 Decisions made by the Technical Assembly will be presented by the Technical & Judges' Chairs to the Board of Directors for final acceptance.

## **ARTICLE 14 TECHNICAL & JUDGES COMMITTEES**

- 14.1 TECHNICAL COMMITTEE
  - The Technical committee shall be comprised of a minimum of four (4) members to a maximum of eight (8) members appointed by the Technical Chair and shall be comprised of a mixture of continents.
  - 14.1.1 The Technical Committee shall hold a meeting session whenever necessary to carry out its business.
  - 14.1.2 The Technical Committee may be summoned by the EC.

14.1.3 The Technical Committee shall present a report about each of its meeting sessions to the EC.

14.1.4 The Technical Committee shall issue the various regulations concerning the events organized by the association.

14.1.5 The Technical Committee is responsible for assisting in the maintenance and updates to the Competition Manual (adding rules and other information periodically and/or writing a new manual when needed).

14.1.6 The Technical Committee is responsible for assisting in the design and update of competition score sheets.

14.1.7 It is the responsibility of all Presidents or Technical Advisors to distribute correspondence to the appropriate people in their Country.

#### 14.2 MAJORETTE COMMITTEE

The Majorette committee shall be comprised of a minimum of four (4) members to a maximum of eight (8) members appointed by the Majorette Chair and shall be comprised of a mixture of continents.

14.2.1 The Majorette Committee shall hold a meeting session whenever necessary to carry out its business.

14.2.2 The Majorette Committee may be summoned by the EC.

14.2.3 The Majorette Committee shall present a report about each of its meeting sessions to the EC.

14.2.4 The Majorette Committee shall issue the various majorette regulations concerning the events organized by the association.

14.2.5 The Majorette Committee is responsible for assisting in the maintenance and updates to the Competition Manual for majorette events.

14.2.6 The Majorette Committee is responsible for assisting in the design and update of competition score sheets for majorette events.

14.2.7 It is the responsibility of all Presidents or Technical Advisors to distribute correspondence to the appropriate people in their Country.

#### 14.3 JUDGES' COMMITTEE

The Judges' Committee shall be comprised of minimum four (4) members to a maximum of eight (8) members appointed by the Judges' Chair and shall be



comprised of a mixture of continents. The Judges' Committee shall hold a meeting session whenever necessary to carry out its business.

14.3.1 The Judges' Committee may be summoned by the EC.

14.3.2 The Judges' Committee shall present a report about each of its meeting sessions to the EC.

14.3.3 The Judges' Committee shall implement the regulations concerning the adjudicating process.

14.3.4 The Judges' Committee shall consider any change to improve the adjudicating process of the association.

## **ARTICLE 15 APPOINTED COMMITTEES**

15.1 The WFNBTAs Executive Committee is entitled to create independent committees in order to have them assist in its work. The purpose of these committee is to advise the President, the Executive Committee or the General Assembly of WFNBTAs, as the case may be, and to tend to specific matters assigned to each of them under an official mandate. Standing or ad hoc committees may be established.

15.2 Expertise in a particular field qualifies the members for their appointment. Each WFNBTAs Committee is responsible for the details of their work as well as for how that work is carried out. They have no executive authority. Their proposals require the approval of the Executive Committee.

15.3 Committees stand for a two-year term. The EC will select a Chairperson. The Chair will be responsible to report to the EC.

## **ARTICLE 16 AUDITORS**

16.1 Pursuant to Article 12 of the WFNBTAs Constitution, the books and accounts of the WFNBTAs shall be independently audited, prior to the start of the Annual General Meeting.

16.2 The auditors for the following year shall be appointed by the Board of Directors during the AGM.

16.3 The Treasurer shall thereafter present at each AGM a written report showing the state and condition of the affairs of the Federation. The information shall be compiled from the date of the last preceding statement.



## **ARTICLE 17 ARBITRATION & DISPUTES**

17.1 Pursuant to Article 15 of the WFNBTA Constitution, the WFNBTA recognizes the independent Court of Arbitration for Sport (CAS) to resolve the international disputes between WFNBTA, its Members, Clubs, Athletes, Coaches, Officials and Judges.

17.2 The provisions of the CAS Code of Sports-Related Arbitration shall apply to the proceedings. CAS shall primarily apply the various regulations of the WFNBTA and, additionally Swiss law.

### **17.3 DISPUTES**

17.3.1 Should a dispute arise, the reference Statutes shall be those in English.

17.3.2 Regarding national matters, internal disputes are resolved within the member country's Federation.

## **ARTICLE 18 FINANCES**

### **18.1 BUDGET**

18.1.1 The budget shall be set by the EC and prepared by the Treasurer and approved by the General Assembly.

18.1.2 The fiscal year of the WFNBTA shall commence January 1st and end on the 31st day of December of each year.

### **18.2 EXPENSES**

18.2.1 The EC members shall be entitled to reimbursement of expenses incurred on behalf of the association if such reimbursement is approved in advance by the EC.

### **18.3 RIGHT TO SIGN FINANCIAL DOCUMENTS**

18.3.1 Two signatures are required for financial documents. One signature from the President, and one from either the Vice President or the Treasurer.

## **ARTICLE 19 CONFLICT OF INTEREST**

19.1 All staff, volunteers, and management committee members of WFNBTA will strive to avoid any conflict of interest between the interests of the

- Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- 19.2 The purpose of this policy is to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.
  - 19.3 This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.
  - 19.4 Disclosure of all potential conflicts of interest as soon as they are known, and before any actions involving the potential conflict are taken must be made. A written statement disclosing all the material facts must be made to the Executive Committee.
  - 19.5 Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest.
  - 19.6 In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the committee members best interests, or a conflict between the best interests of two organisations that the committee members is involved with.
  - 19.7 This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

## **ARTICLE 20 INDEMNIFICATION**

- 20.1 WFNBTAs shall indemnify members of its Executive Committee, its officers & employees, to the maximum extent permitted by law.

## **ARTICLE 21 AMENDMENT OF STATUTES**

- 21.1 Written proposals for the amendment of these Statutes must be made in writing by the Member Delegate and submitted to the EC for review and approval. If approved by the EC, the proposed amendment will be formally submitted to the GA. Amendments must be approved by two-thirds of the GA.

## ARTICLE 22 DISSOLUTION

- 22.1 The association may be terminated only during an extraordinary GA meeting specifically summoned for such purpose.
- 22.2 The association may not be terminated except by at least eighty percent (80%) vote by the GA having a right to vote. In the event of dissolution, after providing for the debts and obligations of the association, the overall possible balance of funds shall be deposited in trust until a new association having the same objectives is established.
- 22.3 Should no similar association be established within a two (2) year period, the funds shall be donated to a charitable organization to be determined by the EC.

These Statutes are approved by the GA meeting session on September 21, 2013 at Lignano Sabbiadoro, Italy.

Amended – AGM, 24<sup>th</sup> March 2016, Lignano Sabbiadoro, Italy

Amended – AGM, 12<sup>th</sup> April 2017, Porec, Croatia

Amended – AGM, 28<sup>th</sup> March 2018, Lillehammer, Norway

Amended – AGM, 2<sup>nd</sup> December 2023, Virtual