



**IBTF**

**STANDARDS OF CONDUCT AND  
POLICY HANDBOOK**

Draft Jan '18

Draft Update – dp January 12, '18

Draft Update – sw January 18, '18

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# **IBTF POLICIES & PROCEDURES**

## **INTRODUCTION**

The International Baton Twirling Federation is a partnership of twirling organisations WBTF & WFNBT, fused together by their common interest to see baton twirling flourish throughout the world. It is essential to the sport of baton twirling to promote an environment that allows everyone who participates to have as positive an experience as possible.

The observance of the principles set forth is essential to the IBTF and its objectives, in particular to protect and improve the sport of baton twirling and to promote it globally, preventing any methods or practices which might harm the integrity of competitions.

To better serve those who participate in baton twirling, the Code of Conduct applies to all members of IBTF, namely, athletes, coaches, judges, administrators, contest directors and executive board members of National Associations. This Code offers general principles to guide the conduct of all IBTF members in situations that have ethical implications.

## **1. GENERAL POLICY & PROCEDURES**

### **1.1 STATEMENT OF ETHICAL CONDUCT**

The IBTF expects all members to maintain the highest standards of ethical conduct. That commitment upholds the reputation of IBTF, both locally and globally, and encourages compliance with applicable laws and regulations. Therefore, members have the responsibility to:

- follow guidelines established by the IBTF.
- Prevent or avoid unreasonable physical or emotional risk to members
- Avoid engaging in conduct toward another member that is abusive, or likely to be perceived as abusive.
- Avoid any attempt to intimidate, embarrass, or improperly influence a member responsible for judging or administering a competition.

### **1.2 RESPECT FOR GOVERNANCE**

Respect for governance is the expectation that members of IBTF will act in compliance with the laws, regulations and policies that are in effect and govern behavior in the IBTF and the conduct of IBTF business.

Whether at an IBTF event or conducting IBTF business, members of the administration are expected to comply with all local and relevant country laws. When members of the administration are in another country on IBTF business, they are expected to act in compliance with all relevant laws.

A respect for governance guides one's own behavior. It is essential for a community and for a positive environment. It is the responsibility of everyone not to tolerate disregard for, and noncompliance with, laws, regulations and policies. Members are encouraged to seek clarifications about possible noncompliance and to report actual and possible violations of laws, regulations and policies.

### 1.3 RESPECT FOR OTHERS

Respect for others is a central principal that governs interactions between members of the IBTF. Primary expectations are to act with civility and to refrain from abuse of power. Respect for others is expected in athlete to athlete relationships, coach and athlete relationships, with adjudicative officials and between administrative members.

Respect should be present in verbal and written communications. Respect should be shown at meetings, on the telephone and in electronic email exchanges.

People have the right to disagree, even strongly disagree; however, there is also a responsibility to be civil and to maintain respect even while disagreeing. Problems, mistakes, and miscommunications can all arise from time to time in the course of conducting business, and could even call for the escalation of seriousness of attention to a situation. Again, there still remains the expectation of respect and civility in interactions.

Respect for others includes a respect for those who are different from you. A positive working environment where everyone can receive respect and do their best work requires a respect and tolerance for difference and diversity.

### 1.4 ZERO TOLERANCE OF DISCRIMINATION AND HARASSMENT

Any IBTF activity or event should be open to any member properly qualified under the rules of that activity or event. There shall be no restriction of the ability for a member to qualify for or participate in competition because of a member's or prospective member's association with a particular organization or individual and there shall be no discrimination as a result of race, ethnicity, origin, skin color, nationality, religion, age, gender, language, physical appearance,

sexual orientation, physical disability, or political opinion, or engagement in any kind of verbal or physical harassment based on any of the above-mentioned or any other criteria.

There shall be no restriction or discrimination in the provision of resources or opportunities to any member or prospective member as a result of race, ethnicity, origin, skin color, nationality, religion, age, gender, language, physical appearance, sexual orientation, physical disability, or political opinion, or engagement in any kind of verbal or physical harassment based on any of the above-mentioned or any other criteria.

## 1.5 SEXUAL MISCONDUCT

Members of the IBTF are expected to promote a safe environment for athletes, coaches, officials, volunteers and staff in all disciplines and events, including an environment free from sexual misconduct. Members may not:

- Solicit or engage in sexual relations with any minor.
- Make unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where such conduct creates an intimidating, hostile or offensive environment.

Coaches, judges, or other professional members must avoid sexual relationships with athletes except where the capacity and quality of the athletes consent to enter that relationship is beyond question.

## 1.6 FAIR PLAY

Fair play guides us at all times in all our actions and decisions. Members must not engage in behavior that is so disorderly or inappropriate as to interfere with the orderly conduct of the activity, or other members' participation in, or the enjoyment of the activity or event.

## 1.7 CONFLICT OF INTEREST

We act always in the best interest of IBTF and its objectives. It is the personal responsibility of each member to avoid any conflict of interest.

## 1.8 TRANSPARENCY AND COMPLIANCE

We seek transparency and strive to maintain a good compliance culture with checks and balances.

## 1.9 RESPECT FOR INFORMATION

Each Member Country's Executive Board, by the nature of their positions and responsibilities, often have access to information that is confidential, sensitive, and/or personal. In addition to adhering to the rules and regulations that governs the proper handling of information, everyone is expected to respect the privacy of others by respecting the information that pertains to others.

People are expected to manage their access to information responsibly and in a manner that respects all of these things. People are also expected to seek clarification and confirmation of information that comes to them, particularly if it seems inconsistent or questionable, so as not to misrepresent a situation or contribute to a misrepresentation or misunderstanding.

## 1.10 RESPECT FOR PROPERTY

Each Member Country's Executive Board members act as representatives of IBTF property. Property includes physical assets, intellectual property, the IBTF name, and other resources. As a non-profit organization, it is essential to maintain the highest standards of representation for the property and resources entrusted to us. Respect for property therefore entails both the efficient and appropriate use of IBTF assets and resources. Members are expected to do nothing that would jeopardize the IBTF's reputation or standing in the community.

## 1.11 ANTI-DOPING

The IBTF is strictly against drugs and all doping practices. Members must ensure that the sport is conducted in an environment free of drug or alcohol abuse. Members may not assist or condone any competing athlete's use of a drug banned by the International Olympic Committee, or the IBTF. Athletes may not refuse to submit to properly conducted drug tests administered by any of those organizations. Members may not provide alcohol to, or condone the use of alcohol by, minors; abuse alcohol in the presence of athletes or at IBTF activities or events; or consume alcoholic beverages while a minor.

## 1.12 ZERO TOLERANCE OF BRIBERY AND CORRUPTION

The IBTF is against all forms of bribery and corruption. No betting or manipulation is allowed and will not be tolerated.

### 1.13 SOCIAL MEDIA

This policy applies to IBTF members who create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media, whether logged onto Twitter, Yelp, LinkedIn, Wikipedia, MySpace or Facebook pages. Members who participate in social media and/or participate in online commentary must adhere follow these guidelines. Members' use of social media could become a problem if it:

- Interferes with the Member's duties as a representative of IBTF
- Is used to harass or discriminate against others
- Creates a hostile environment
- Does not adhere to existing laws
- Divulges confidential information about the IBTF, it's members, employees, guests; or
- Harms the goodwill and reputation of the IBTF.

As a result, we encourage members to use social media within the following guidelines. If you are uncertain about the appropriateness of a social media posting, check with your country representative.

### 1.14 PERSONAL SOCIAL MEDIA GUIDELINES

- Do not post any comment or picture involving a member of the IBTF without their express consent.
- If you post any comment about the IBTF or its members, you must clearly and conspicuously state that you are posting in your individual capacity and that "the views posted are yours alone and do not represent the views or opinions of the IBTF".
- Unless given written consent, you may not use the IBTF's logo or any IBTF material in your posts.
- All postings on social media must comply with IBTF's policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential nature of information you are considering posting, consult a member of your WFNBT / WBTF Executive Committee.
- Do not link to IBTF's website, or post any IBTF material on a social media site without written permission from a member of the IBTF Executive Committee.
- You may not harass, threaten, libel, malign, disparage or discriminate against the IBTF, it's members, or anyone else. Don't forget that you are responsible for what you write or present on social media. Not only can disciplinary action be taken by the IBTF, you can be sued by other members or any individual that views your social media posts as defamatory, harassing, libelous, or creating a hostile work environment.
- All IBTF policies that regulate member's conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct,

nondiscrimination, and protecting confidential and/or proprietary information, and references.

### 1.15 PROFESSIONAL SOCIAL MEDIA GUIDELINES

The IBTF maintains social media sites to promote the IBTF, its marketing messages and interests, and to be visible in the community. Along with the guidelines mentioned above the following guidelines should be adhered to while participating on IBTF social media:

- Never represent yourself or the IBTF in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
- Be professional.
- Be transparent; use your real name and role with the IBTF.
- Post meaningful and respectful comments – no spam or remarks that are off-topic or offensive.
- Use common sense and common courtesy.
- If you write about a competition, have the facts straight, write diplomatically and have appropriate permissions.
- Protect confidential IBTF information.
- Adhere to all country, state and local laws.

What is published is widely accessible and will be around for a long time, so consider the content carefully before you click, post, tweet or hit enter.

Violation of this policy may lead to discipline up to and including termination of membership.

### 1.16 COMPLIANCE

Compliance with this Code depends upon understanding and voluntary compliance, and secondarily upon reinforcement by peers, and when necessary, upon enforcement through disciplinary action. Any member who believes that another member of the IBTF has failed to meet such obligations under this Code is, under all but the most egregious circumstances, encouraged to first address that concern directly to that member. If that action does not result in a satisfactory resolution, the Complainant may file a written complaint with their country representative or IBTF Executive Committee member. That complaint must be signed and state specifically the nature of the alleged misconduct. The complaint will be reviewed by the country representative Directors and/or the Executive Committee.

Upon review of the complaint, the committee may:

- Determine that the complaint does not merit further action.

- Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the Member's permanent record.
- Process the complaint under the IBTF bylaws.

#### 1.17 CONTACTS:

Members are encouraged to contact a country board member with any concerns or for clarification. Also contact any member of the IBTF Executive Committee, if necessary.

## **2. IBTF MEMBERSHIP**

### Section 1 Membership Criteria

2.1.1 The IBTF shall have a minimum of three Member Country Associations.

2.1.2 Membership in the IBTF is open to national Member Associations actively involved in sporting competitions of the WBTF and WFNBTAs in each member country without exclusion.

2.1.3 Applicant Member Associations shall send to the IBTF Office all required information in the official language and in the format required by the Managing Committee, notably:

- The Member Association's official address and contact details;
- A copy of the Member Association's current Statutes, Rules and Regulations;
- A list of the Member Association's main officers;
- A list of the Member Association's active membership numbers (i.e. number of clubs, athlete members, coaches, officials affiliated to the Member Association);
- A formal undertaking by the Member Association to observe and comply with the IBTF Rules and Statutes, notably Article 9, Section 5, 5.2.4, the World Anti-Doping Code as well as the jurisdiction and decisions of the Court of Arbitration for Sport; and the payment of the appropriate membership fee; and
- Such other requirements as requested by the IBTF.

2.1.4 Decisions on application for membership are made by the Managing Committee. The Managing Committee can provisionally agree to a membership request filed between two General Assembly Meetings. The National Association may be accepted as a temporary member of the IBTF. To become final, the General Assembly must ratify the decision.

2.1.5 The IBTF Statutes, Rules and Regulations are automatically accepted by and binding on a Member Association when membership is granted.

## Section 2 MEMBER ASSOCIATION CLASSIFICATIONS AND RIGHTS

### 2.2.1 **FULL MEMBER:** (Voting Member at General Assembly Meetings)

- New Full Members are required to begin as a Provisional Member.
- Full Members must abide by the Statutes of the IBTF.
- To be approved as a FULL MEMBER in the IBTF the organization must have statutes, a board of directors, democratic procedures, and a required membership fee payable to the organization.
- Candidate for Full Member must provide the IBTF with their Constitutions, Statutes or By-Laws in English.
- Full Members may participate in all meetings, make proposals to the Board of Directors and the Managing Committee and shall have a vote.
- Must pay yearly membership dues to the IBTF determined by the IBTF Managing Committee.
- May appeal and be consulted in all matters specifically concerning the Full Member; enter its athletes in all competitions approved by the International Baton Twirling Federation, in accordance with the entry rules for these competitions; and organize international baton twirling competitions approved by the IBTF.
- May examine the content of all contracts made by the IBTF which concern the interests of the Full Member or which put them under obligations.

### 2.2.2 **ASSOCIATE MEMBER:** (Voting Member at General Assembly Meetings)

- The classification of Associate Member is for associations that practice the discipline of baton twirling as a commission inside another sports federation in their country. Examples of another sports federation would be a multi-sport federation.
- New Associate Members are required to begin as a Provisional Member, however, on becoming an Associate Member, they have all the same rights of membership and pay the same fees as Full Members
- Associate Members must abide by the Statutes of the IBTF.
- The Associate Member must provide the IBTF with their parent federation's Constitution, Statutes or By-Laws in English.
- Associate Members may participate in all meetings, and shall have a vote.
- Associate Members must pay yearly membership dues to the IBTF determined by the IBTF Managing Committee.
- May examine the content of all contracts made by the IBTF which concern the interests of the Associate Member or which put them under obligations.

- Associate Membership will be reviewed annually and could be revoked if a good working relationship with the parent body no longer exists.

### 2.2.3 **PROVISIONAL MEMBER:** (Non- voting Member at Annual General Meetings)

- The classification of Provisional Member is for Member Associations that practice the discipline of baton twirling as:
  - A for-profit association that does not meet the requirements of Full or Associate Membership status.
  - New and developing countries are eligible for the IBTF's Provisional membership, upon a simple majority vote of the Managing Committee.
- Provisional Membership is open to countries who are in the preliminary stages of development of:
  - National Team Members
  - Coaches, Trainers of Baton Twirling
  - Officials, Judges of Baton Twirling
  - Status to be determined by the IBTF Managing Committee.
- Provisional Members must abide by the Statutes of the IBTF.
- Provisional Members must be making efforts towards full membership on an on-going basis.
- Must provide the IBTF with their Constitutions, Statutes and By-Laws in English as soon as they are completed and registered.
- Provisional Members must pay yearly membership dues to the IBTF as determined by the IBTF.
- Eligible countries, approved by the Managing Committee as Provisional Members, shall have no vote.
- Eligible countries may not participate in any meeting discussions; however, they shall have the opportunity to ask questions and have the questions answered at the appropriate time during meetings.
- Provisional Members will not be eligible to have a judge on the judges' panel, however, may be represented at the judges' meetings. Their judge may practice judge during an international event.
- A Provisional member country may petition for a waiver to compete in an International event or have a judge on the judges' panel immediately upon acceptance.
- On an annual basis, the Managing Committee will review all Provisional Memberships and will determine whether to continue or terminate the membership. Final approval to terminate a provisional membership shall be by a simple majority vote of the General Assembly without due cause.
- Must have a designated National Baton Twirling federation headquarters in their Country.

### Section 3 OBLIGATIONS OF MEMBER ASSOCIATIONS

2.3.1 The IBTF will recognize a maximum of two members per country (one designated by the World Baton Twirling Federation and/or one designated by the World Federation of National Baton Twirling Associations).

2.3.2 All Member Associations shall comply with:

- the Statutes and Regulations of the IBTF
- any resolutions adopted by the IBTF
- the payment of their membership fees as fixed by the Managing Committee
- the World Anti-Doping Code
- the principles of gender equality in the political and sport acts of their association
- the fundamental principles of fair play and good sportsmanship
- the provision of due process to permit resolution of disputes in the sport

2.3.3 All Member Associations will undertake to request the same of their individual members participating baton twirling. In particular, they will prohibit any athlete to participate in competitions not organized or approved by the IBTF and/or by the Member Association, unless explicitly authorized to do so by IBTF or by the Member Association

2.3.4 All Member Associations agree to respect each other's mutual autonomy and shall in no way harm the development of other members.

### Section 4 GENERAL ASSEMBLY VOTING RIGHTS & PROCEDURES

2.4.1 Countries with one Member Association have two votes at the General Assembly.

2.4.2 Countries with one Full or Associate Member from WBTF and one Full or Associate Member from WFNBTAA have one vote for each Full or Associate Member, with no more than two votes from each country.

2.4.3 At any General Assembly meeting, a Member which has not paid its dues in full prior to the General Assembly is not entitled to vote.

2.4.4 Only one (1) from each Member Association represented at the meeting shall have the privilege to speak and be entitled to vote. Where the Member Association is comprised of members from both WBTF and WFNBTAA, that Member Association shall be represented by up to 2 representatives – one to represent the WBTF members and the

other to represent the WFNBTA members. Each representative shall be entitled to speak and be entitled to vote.

2.4.5 Each representative may be assisted by up to two advisors, at the discretion of the Member Association's Board of Directors.

2.4.6 In the event of a tie vote, the President shall break the tie.

2.4.7 Power of Attorney or Proxy voting will not be allowed.

## Section 5 DURATION OF MEMBERSHIP

2.5.1 The Managing Committee shall determine the duration of membership for Member Associations and may terminate a membership by a simple majority vote of the General Assembly without due cause.

## Section 6 FEES

2.6.1 The following fees are to be established by the Managing Committee, each year, at the IBTF's General Meeting:

- Entry Fees
- Annual Dues
- Assessment Fees
- Penalty Fees
- Any other fees established by the Managing Committee

## Section 7 MEMBER TERMINATION

2.7.1 Any Member Association wishing to terminate membership shall inform the IBTF Office in writing before the end of April of that year. Fees for the current year remain payable in full.

## Section 8 EXCLUSION OF A MEMBER ASSOCIATION

2.8.1 The affiliation shall end automatically, but no refund of fees will be made, if a:

- Member Association withdraws its affiliation
- Member Association no longer exists;
- Member Association is terminated.

2.8.2 Any Member Association may be excluded or suspended from the IBTF by the General Assembly:

- for non-payment of any liabilities to the International Baton Twirling Federation;
- for infringement of these or other Regulations of the IBTF
- for conduct detrimental to the welfare of baton twirling or the IBTF
- for any other reason considered as just cause by the General Assembly.

2.8.3 The decision to exclude or suspend or terminate a Member Association requires a simple majority of the General Assembly having the right to vote and be present. To be adopted, such items must receive the approval of two thirds of the votes cast. Re-entry into the IBTF is only possible if the Member Association has fulfilled its financial and/or other obligations towards the IBTF, or meets any other conditions set by the Managing Committee. As a condition of membership, a Member Association which ends its membership has no claim against the funds of the IBTF.

## Section 9 RELEASE/SUSPENSION/EXPULSION OF INDIVIDUALS

2.9.1 All IBTF Officers, Member Country Delegates(s), Technical Advisor/Delegate and Judges may be subject to disciplinary action for any conduct which conflicts with the Statutes, Policies and Procedures, Rules and Regulations of the International Baton Twirling Federation, including suspension, removal, or expulsion.

## Section 10 HONORARY MEMBERSHIP AND OTHER AWARDS

2.10.1 The General Assembly may confer the title of Honorary President of the International Baton Twirling Federation; as well as conferring the title of Honorary Member. Other awards may be conferred by the Managing Committee.

### **3. IBTF GOVERNANCE**

#### **Section 1 ORGANIZATIONAL STRUCTURE**

3.1.1 The following bodies are established to administer and recommend or adopt rules as appropriate or otherwise defined in these Statutes, each with separately defined powers and duties:

- General Assembly
- Executive Board
- Managing Committee
- Technical Committee
- Judges Committee
- Continental Commissions
- Anti-doping Commission
- Disciplinary Commission
- Athletes' Commission
- Other Committees duly appointed in accordance with these statutes

#### **Section 2 GENERAL ASSEMBLY**

3.2.1 The General Assembly is the highest body of the IBTF and has ultimate authority for all activities of the IBTF, except as delegated or designated in these statutes.

3.2.2 The General Assembly convenes bi-annually at the General Meeting. Organization of the General Meeting shall be entrusted alternately to one of IBTF's Member Associations. The date and venue for the Assembly shall be agreed at the General Assembly meeting two years prior. The General Meeting must be held not later than the end of August. The calling notice must be sent to all Members Associations at least three months prior to the date set for the General Meeting.

3.2.3 The General Assembly has the following duties and powers:

- to adopt and amend the IBTF Statutes;
- to decide the exclusion, suspension, termination and re-instatement of Member Associations, upon recommendation of the Managing Committee.
- to approve the Minutes of the General Assembly meetings;
- to receive, discuss and approve the reports of the Executive Board and Managing Committee;
- to review and approve the annual accounts after having heard the report of the Auditor; and
- to decide all matters which no other body is competent to decide upon, or which other IBTF bodies refer to the General Assembly for final decision.

## Section 3 AGENDA AND THE RIGHT TO INTRODUCE PROPOSALS

3.3.1 The following items shall be included in the Agenda of the General Meeting:

1. Opening of the General Assembly;
2. Confirmation of the register of delegates and votes;
3. Approval or amendment of the Agenda
4. Exclusion, Suspension, Termination or Re-instatement of new Member Associations (if applicable);
5. Validation of the minutes of the previous Congress;
6. Report by the Executive Board & Managing Committee about the activities during the time since the last General Assembly;
7. Financial Report and Report of the certified Auditor;
8. Provisional budget and accounts as well as their approbation;
9. Elections or Discharge of individuals to serve in IBTF as provided in these statutes;
10. Proposals;
11. Update of the list of IBTF Events;
12. Closing of the General Assembly

3.3.2 Items for inclusion in the Agenda of any General Meeting may be presented by:

- the Executive Board
- the Managing Committee
- any Member Association

3.3.3 Items presented by IBTF Members are to be sent by email to the IBTF Executive Board and Managing Committee at least six (6) weeks before the General Assembly.

3.3.4 The full Agenda of the General Assembly shall be sent to all Members of IBTF at least thirty (30) days before the General Meeting. Such notice shall include the date, place, and time of the meeting in addition to the agenda and materials referenced above.

## SECTION 4 EXTRAORDINARY GENERAL MEETING

3.4.1 The Managing Committee may at any time call an Extraordinary General Meeting.

3.4.2 At the written request of one fifth of the Members entitled to vote, the Managing Committee shall convene an Extraordinary General Meeting. Any such request by the Members shall be made to the IBTF President.

- 3.4.3 The request for an Extraordinary Meeting must be substantiated and accompanied by a proposal for the Agenda. An Extraordinary General Meeting shall be held no earlier than forty-five (45) days after publication of initial notice of said meeting, and shall in no event occur later than sixty (60) days following the Managing Committee or Members action setting such Extraordinary General Meeting; for purposes of Members requested Extraordinary General Meetings, the action of the Members for triggering the meeting shall be when the minimum number of Members required to request such a meeting is received by the IBTF President.
- 3.4.4 The final notice of the Extraordinary General Meeting shall be circulated to the Member Associations no later than thirty (30) days before the date of the Extraordinary General Meeting, which notice shall contain the agenda, date, time and place of the meeting, and all materials intended to be presented at the meeting.

## SECTION 5                    MANAGING COMMITTEE

- 3.5.1 The initial Managing Committee Members of the IBTF have been appointed jointly by their respective federations, the WBTF and WFNBT A and consists of the following officers:
- President of IBTF
  - Three Vice-Presidents of IBTF
  - General Secretary of IBTF
  - Treasurer of IBTF

As well as:

- Two at-large representatives from Member Associations entitled to vote (One from the WBTF and One from the WFNBT A) with full voting rights.
- One representative Male from the Athletes' Commission (with voting rights)
- One representative Female from the Athletes' Commission (with voting rights)

In addition:

- Two Sport Administrators - One from the WBTF and one from the WFNBT A with full voting rights
- Six Technical Group Members:
  - Two Technical Chairs (One from the WBTF and one from the WFNBT A) with full voting rights.
  - Two Judges Chairs (One from the WBTF and one from the WFNBT A) with full voting rights.

- Two Technical Members at-Large (One from the WBTF and one from the WFNBTAs) with full voting rights.

3.5.2 Subsequent Managing Committee members will be voted upon by the General Assembly with the following conditions:

- The President and 1<sup>st</sup> Vice President must be from separate Organizations (WBTF & WFNBTAs)
- The President & Treasurer must be from separate organizations (WBTF & WFNBTAs)
- In total, there must be 3 WBTF and 3 WFNBTAs occupying the positions of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, General Secretary and Treasurer.

## Section 6 ELECTION OF MANAGING COMMITTEE

3.6.1 Except for the initial officers of the Managing Committee appointed in accordance with the prior section, officers are elected by the Managing Committee for a term of four years. The President can be re-elected only for two consecutive mandates. The Members of the Managing Committee can be re-elected only for three consecutive mandates. No member can stay more than four (consecutive or not) mandates in the Managing Committee, even changing his position.

3.6.2 If the immediate past President is retiring or not re-elected he or she shall serve for one (2) two-year term, immediately following his/her term of office in an ex-officio capacity without the right to vote.

3.6.3 Election Process:

The Statutes lay out specific requirements to ensure balance in the Managing Committee between WBTF and WFNBTAs.

3.6.4 WBTF and WFNBTAs member countries elect their seven (7) candidates. WBTF and WFNBTAs do not vote on the seven (7) candidates of the other federation. The fourteen candidates become the Managing Committee. The first task for the new Managing Committee is to decide which positions the fourteen (14) people occupy.

These fourteen people (ie. the group of 14 will choose their own President, Vice-Presidents, etcetera).

## Section 7     MANAGING COMMITTEE DUTIES AND RESPONSIBILITIES

3.7.1 The Managing Committee is responsible for implementing the policy directives and decisions made by the General Assembly. This includes in particular:

- to appoint the certified external Auditor in charge of the review of the IBTF accounts;
- to fix admission, membership and other fees;
- to adopt and amend all regulations; the General Assembly can, however, authorize other bodies to independently establish technical rules where this seems appropriate;
- to prepare the agenda of the General Assembly meetings;
- to make recommendations to the General Assembly about:
- the long-term strategies of the IBTF;
- to establish regulations and rules to be decided by the General Assembly;
- to determine the admission and exclusion of Members, Associate Members, Provisional Members, and all other forms of IBTF members, on the recommendation of the Executive Committee;
- to set up the calendar of IBTF approved competitions and to coordinate schedules of International and Continental competitions;
- to recommend any proposal of changes of the IBTF Statutes;
- to appoint and remove persons (employees) entrusted with the Managing of IBTF's day-to-day operations;
- to decide on membership issues between General Assembly meetings;
- to decide the official means of information of the IBTF;
- to make recommendations to the General Assembly about the election of the members for the IBTF Commissions
- to prepare the invitations to tender for outsourcing (for example, media service, travels, etc.)
- to approve the budget
- to control the proper development of the tasks entrusted to the Managing Committee
- to engage in all other conduct tasked to the board of directors under applicable law or by the General Assembly

## Section 8 MANAGING COMMITTEE MEETINGS

- 3.8.1 The Managing Committee will meet at least twice every year, upon the Executive Board's call. The organization of its meetings shall be entrusted alternately to one of the member associations being represented in the Managing Committee. The Managing Committee will meet also upon the request of the majority of its members.
- 3.8.2 The Agenda for the Managing Committee meetings is prepared by the Executive Board. However, any member of the Managing Committee is entitled to present proposals for the agenda. Such proposals must be submitted, with relevant documentation, at least one month before the date set for any Managing Committee meeting. The full agenda shall be sent by the Executive Board to the Managing Committee members at least two weeks prior to the meeting date.
- 3.8.3 The Managing Committee may meet in person or by telephone or video conference call, or it may take action by unanimous written consent in lieu of a meeting. The Managing Committee may also act by written ballot, which shall include email communications.

## Section 9 MANAGING COMMITTEE VOTING RIGHTS

- 3.9.1 Executive Board Members and Managing Committee Members at-Large each have one vote. The Technical Group each have one vote. All decisions of the Managing Committee are taken by majority of the members present.

## Section 10 IBTF EXECUTIVE BOARD

- 3.10.1 The Executive Board is responsible for carrying out all those routine duties and specific tasks that have to be fulfilled between meetings of the Managing Committee. This includes in particular:
- to undertake administrative duties and tasks;
  - to supervise IBTF approved competitions;
  - to approve the format of all IBTF approved competitions, according to the proposals from the Technical Committee Group
  - to supervise and co-ordinate the work of the Technical Groups; to control IBTF finances;
  - to prepare the annual accounts (consisting of the profit and loss statement and the balance sheet), under the supervision of the Treasurer;

- if needed, to appoint an external accountant to keep IBTF's accounting, under the supervision of the Treasurer.
  - to decide the terms and conditions of contracts between the IBTF and organisers of IBTF approved competitions;
  - to make recommendations on the terms and conditions of expenses and/or contracts to be concluded with third parties outside IBTF. Strategic expenses/contracts exceeding \$30,000 must be approved by the Managing Committee;
  - to appoint an IBTF delegate for IBTF events as necessary;
  - to initiate and undertake negotiations with third parties;
  - to ensure the proper functioning of the IBTF website.
  - to decide about the creation and dissolution of the Technical Groups and all other commissions/committees.
- 3.10.2 The Executive Board is responsible for the functioning of the administrative office of the IBTF. Any contracted positions are hired by the Executive Board and employed in accordance with the annual budget.
- 3.10.3 The Executive Board meets as often as business requires. Decisions are taken by a simple majority, the President having the casting vote in the event of a tie.
- 3.10.4 The Executive Board may take decisions by correspondence and/or by any other means of communication, including electronic systems. To be valid, decisions taken in this way have to be approved by a minimum of three officers.

## Section 11 THE PRESIDENT

- 3.11.1 The President chairs all meetings of the General Assembly, the Managing Committee and the Executive Board. The President represents IBTF in all important matters, especially those pertaining to the IOC and other international organisations.
- 3.11.2 The President may, from time to time, delegate various aspects of IBTF Managing to other members of the Managing Committee.
- 3.11.3 The President, or a Board member designated by the President, is entitled to attend and participate in all Commission meetings, but without vote.
- 3.11.4 If the President is prevented from attending a meeting of the Managing Committee or a General Assembly, the Managing Committee will appoint the 1<sup>st</sup> Vice-President to chair those meetings. In case of death or disability of the President, the Vice-President shall assume the President's duties until the next General Assembly. Should the Vice-President in turn be unable to fulfil his/her obligations, the Treasurer/Vice-President

and/or the member of the Managing Committee who has served on the Managing Committee the longest shall assume his/her duties and convene an Extraordinary General Assembly in order to elect appropriate replacements.

- 3.11.5 In case of resignation or inability of the President to assume his duties, 1st Vice-President shall assume the President's duties until the next General Meeting.
- 3.11.6 The other Executive Committee members are replaced, in case of resignation or inability, at the next General Assembly by vote.

## Section 12 VICE-PRESIDENTS

- 3.12.1 Three (3) Vice-Presidents of the IBTF are elected by the Managing Committee for a term of four years, assuming the functions of Organizational Policies, Strategic Planning-Vision-Mission, Marketing, Membership, and Calendar of Events.

## Section 13 COMMITTEES & COMMISSIONS

- 3.13.1 The IBTF shall have the following Standing Committees, Commissions and positions:

- Technical Committee
- Judges Committee
- Sport Administrators
- Continental Affairs Commissions
  - 1) Asian
  - 2) African
  - 3) European
  - 4) Oceania
  - 5) Pan American
- IBTF Athletes Commission
- IBTF Anti-Doping Commission
- IBTF Disciplinary Commission
- IBTF Audit/Finance Committee

- 3.13.2 Each committee or commission listed above votes to establish a Chair, Vice Chair, and Secretary to serve for a 4-Year term.

3.13.3 The Sport Administrator positions are representatives of the WBTF & WFNBTAs elected to the Managing Committee by each respective Federation and serve as voting members of the Managing Committee.

3.13.4 Appointed Commissions:

The President will nominate a slate of the following commissions and committees for Managing Committee approval: IBTF Athletes Commission, IBTF Anti-Doping Commission, IBTF Disciplinary Commission, IBTF Audit Committee.

The President may recommend any other positions and/or committees as she/he deems necessary. These appointments will occur as and when necessary.

#### Section 14 SPORT ADMINISTRATORS

3.14.1 Two (2) Sport Administrators are initially appointed by the Managing Committee, one from WBTF and one from WFNBTAs. Subsequent Sport Administrators will be elected by the General Assembly. The position ensures there is appropriate administrative support provided to the President and Executive Board members and Managing Committee Members. The Sport Administrators are the primary administration officers for the Executive Board and provide the link between the Executive Board, Managing Committee, Technical & Judges committees, Continental Affairs Commissions, members and outside agencies.

#### Section 15 TECHNICAL COMMITTEE GROUPS

3.15.1 The mandate of each Commission is reviewed by the Managing Committee to determine its future validity and effectiveness. Members of these Technical Committee groups are elected by the respective federations of WBTF & WFNBTAs and appointed by the Managing Committee. Their membership expires at end of the term of the Managing Committee. Each Technical Committee Group is directed by one of its members (Chair), who is appointed by the Managing Committee.

3.15.2 Technical Committee: The scope of technical committee is limited to the IBTF's goals and objectives:

- To develop (or further develop) competitions, clinics and conventions which will be hosted by member countries for athletes, coaches, and judges
- To provide education for coaches
- To develop and promote the sport and the IBTF for present member countries
- To develop and promote the sport and the IBTF to new member countries

Judges Committee: The scope of the judges committee is limited to the IBTF's goals and objectives:

- To develop (or further develop) adjudication methods for competitions.
- To provide education and certification for judges
- To develop and promote the sport and the IBTF for present member countries
- To develop and promote the sport and the IBTF to new member countries

## Section 16 CONTINENTAL AFFAIRS COMMISSIONS

3.16.1 The General Assembly may permit the formation of Continental Affairs Commissions that are responsible for the administration, development and furtherance of baton twirling in the same continent or in a geographical entity. They comply with and enforce the rules and regulations of IBTF and co-operate with the IBTF Bodies. They organise continental championships and other competitions in their area under the supervision and approval of the IBTF.

3.16.2 Each commission, when permitted, will consist of 4 executive members from the respective Region

- Chair - (elected by the member federations in the Commission for a term of 4 years in line with IBTF Executive positions.)
- Vice Chair/Secretary – (elected by the member federations in the Commission for a term of 4 years in line with IBTF Executive positions.)
- Technical Chair - (elected by the member federations in the Commission for a term of 4 years in line with IBTF Technical Chair position.)
- Judges Chair - (elected by the member federations in the Commission for a term of 4 years in line with IBTF Judges Chair position.)

3.16.3 Each position is to be elected by the member federations of the commission and should consist of at least three different member countries if possible.

3.16.4 The scope of each commission is limited to its designated geographic territory and all of the development and promotion must be consistent with the IBTF's goals and objectives.

- To develop (or further develop) competitions, clinics and conventions within the commission's region which will be hosted by a member countries of the region for athletes, coaches, and judges.
- To provide education and certification for coaches and judges
- To develop and promote the sport and the IBTF for present member countries
- To develop and promote the sport and the IBTF to new member countries

3.16.5 The General Assembly is the final authority on all Continental Affairs Commission Proposals

## Section 17 ATHLETES' COMMISSION

3.17.1 Organisation of Athletes' Commission:

The Athletes' Commission provides a permanent liaison between active athletes and the IBTF. *A male representative and a female representative* are elected by the Athletes' Commission and ratified by the General Assembly *as member of the Managing Committee* and to the technical commissions. Composition and functioning of the Athletes' Commission are described in the relevant regulations as approved by the General Assembly.

3.17.2 Costs of the Athletes' Commission:

Costs relating to meetings for the international representation of the IBTF shall be borne by IBTF. All travel and accommodation costs for each member of the Athletes' Commission, except the member representing the Managing Committee, shall be borne by his/her national Member Association. This only applies to work meetings.

## Section 18 ANTI-DOPING COMMISSION AND APPEALS

3.18.1 The function of the Anti-Doping Commission is to ensure that the IBTF's rules and activities comply with the World Anti-Doping Code. The Anti-Doping Commission assists to develop and implement an Anti-Doping Policy & Procedures according to the World Anti-Doping Agency.

3.18.2 Rules concerning this Commission are set forth in the statutes.

## Section 19 DISCIPLINARY AND DISPUTES COMMISSION

- 3.19.1 The function of the Disciplinary Commission is to investigate and take appropriate action following any complaint concerning breach of the Statutes and all other IBTF rules and regulations approved by the General Assembly and the Managing Committee as appropriate (including the IBTF Anti-Doping Rules) or other misconduct. The Disciplinary and Disputes Commission shall also be responsible for resolving disputes between Members and individuals affiliated with IBTF.
- 3.19.2 The Disciplinary and Disputes Commission shall follow the procedures set forth in the Dispute Resolution section of these Statutes.

## Section 20 AUDIT/FINANCE COMMITTEE

- 3.20.1 The function of the Audit/Finance Committee is to ensure that the financial reporting of the IBTF is in order, to address any issues therein, to ensure that the rules of the IBTF and all applicable law in relation to the IBTF's finances are followed, to make appropriate recommendations to the Managing Committee concerning the IBTF's finances and financial reporting, and to nominate to the President an appropriate auditor, and to undertake such other actions as are delegated to it by the Managing Committee.
- 3.20.2 The Audit/Finance Committee is composed of up to five (5) member, none of whom shall be an officer or member of the General Assembly or Managing Committee, shall have substantial financial or audit experience or expertise and shall be of varied nationality to the extent reasonably possible.