

BRITISH COLUMBIA RHYTHMIC SPORTIVE GYMNASTICS FEDERATION BY-LAWS**By-Laws of Operation****By-Law 1 (Zones)**

- a) The geographical territory (the Province of British Columbia) over which the Federation has jurisdiction shall be divided into zones. Zone boundaries shall be determined by the government of British Columbia which may alter zone boundaries as it sees fit.
- b) The following zones are currently defined by the province of British Columbia and accepted by the Federation:

Zone 1	Kootenays
Zone 2	Okanagan
Zone 3	Fraser Valley
Zone 4	Delta/Vancouver
Zone 5	Vancouver/Squamish
Zone 6	Vancouver Island
Zone 7	Northwest BC
Zone 8	Northeast BC

- c) A map of the current zone boundaries is attached to the by-laws as Schedule A.

By-Law 2 (Zone Association)

- a) The Board of Directors of the Federation shall ensure that where there are at least 5 registered members (age 18 years or older), 1 registered coach, 2 registered competitive athletes or 5 recreational athletes in a zone, a zone association is organized to carry out the purpose of the Federation in the respective Zone. Each Zone Association shall be comprised of at least 5 members of the Zone who are registered members who are at least 18 years of age and in good standing with the Federation and shall have an elected board of directors for a period of one year. A Member's zone affiliation is determined his or her club's zone affiliation or the zone in which the mailing address of the member is geographically located. A member may be registered in no more than one zone at a time.
- b) The Zone Association shall affiliate with the Federation and operate in a manner consistent with the Federation's policies and procedures, technical rules and regulations, and code of ethics.
- c) Each Zone Association will elect two directors.
- d) A delegate vote system will be used by each zone association as follows: Each 5 competitive athletes and/or each 10 recreational or Special Olympics athletes shall entitle the club or organization with which they are affiliated or associated to 1 (one) vote in that Zone. There shall be no partial votes.
- e) Zone Directors will be elected on or before May 31st for the coming year. Each Zone Association shall advise the Federation in writing within seven days following the election.

By-Law 3 (Membership)

- a) The members of the Federation shall be those persons who have become members in accordance with these By-laws and who have not ceased to become members.
- b) Any person may apply to the Federation for membership in the manner directed by the Board of Directors. Upon payment of the current annual membership dues and on acceptance by the Board of

Directors, and upon issuance of an annual membership card, the person shall become a member of the Federation. The membership year is January 1st - December 31st.

- c) The membership fee for each class of membership for the next year shall be determined by the Board of Directors subject to membership approval at the Annual General Meeting.
- d) A member shall participate in the Federation through affiliation with the member's Zone Association, where one exists, and in the absence of such an Association, will participate through direct affiliation with a Zone Association of the member's choice.
- e) Every member shall uphold the constitution and comply with the By-laws, rules and regulations of the Federation.
- f) A person shall cease to be a member of the Federation:
 - i. By delivering a resignation in writing to the Secretary of the Federation or my mailing it or delivering it to the address of the Federation;
 - ii. On his death;
 - iii. On being expelled; or
 - iv. At the expiry of the year in which he or she became an annual member and having not renewed his or her membership.
- g) The Board of directors of the Federation may in its discretion give an honorary membership to any person who in the opinion of the Board has made an outstanding contribution to the sport of rhythmic gymnastics in the Province of British Columbia. Honorary members shall be entitled to attend meetings of members but shall not be entitled to vote.
- h) All members of the Federation are in good standing except:
 - i. A member who has been suspended shall not be in good standing; and
 - ii. A member who has failed to pay a debt owing by him or her to the Federation shall not be in good standing so long as the debt remains unpaid.
- i) A member shall be entitled to attend any general meeting of the federation and take part in discussion thereat but shall not be entitled to vote, or to move or second any motion unless the member is a voting member and is a member in good standing in accordance with these By-laws. There may be more non-voting members than voting members.
 - i. The class of voting members is defined as any individual 18 years of age or older.
 - ii. The class of non-voting members is any individual younger than 18 years
- j) Group memberships entitle recreational groups to affiliate with the Federation and one representative per group would be entitled to the same rights as stated in (i) above.
- k) Each competitive club must pay the designated annual club registration fee to the Federation and declare its zone affiliation.
- l) Each individual competitive member shall compete in the zone to which her club is affiliated but may compete in another zone as a competitive group member by notifying the Federation during that competition year.
- m) In the event that a gymnast changes her club affiliation during the registration year, she may transfer only if the club she is departing from gives her a release and the club she is going to accepts her. If either the release or acceptance is not received the gymnast will compete unattached for the remainder of the year. Consent to release shall not be unreasonably withheld.

By-law 4 (Meetings of Members)

- a) The Annual General Meeting of the Federation shall be held on or before June 30th of each year.
- b) Notice of the Annual General Meeting shall be given to each member of the Federation thirty days prior to the holding of the meeting and shall state the date, time and location of the meeting and the nature of the business to be transacted.
- c) Notices of the Annual General Meeting and ordinary general meetings of the Federation shall be deemed to have been given to a member of the Federation if delivered personally or mailed to the member at the member's address appearing in the record of the Federation 30 days before the meeting.
- d) The quorum for the transaction of business at the Annual General Meeting or other general meetings of the Federation is twelve voting members.
- e) The Directors of the Federation may, when they think fit, convene a general meeting to be held at the time and place, in accordance with the Society Act, that the Directors decide.
- f) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any member entitled to receive notice does not invalidate proceedings at the meeting.
- g) Only members in good standing according to these by-laws are entitled to vote at the Annual General Meeting or general meeting of the Federation.
- h) Voting is by a show of hands
- i) Voting by proxy is not allowed
- j) The geographical location of the Annual General Meeting may vary from year to year and will be determined by the Board of Directors.
- k) The Board of Directors shall present an audited financial statement for the year-end at the Annual General Meeting.

By-Law 5 (Directors)

- a) The business of the Federation shall be conducted by a Board of Directors, from amongst whom there will be elections to the following executive offices:
 - i. President;
 - ii. Past President (one year only, not elected)
 - iii. Vice President (Finance)
 - iv. Vice President (Development)
 - v. Secretary
 - vi. Treasurer
 - vii. Chairperson of the Competitive Development Committee
 - viii. Chairperson of the Rhythmic Gymnastics Committee
 - ix. Chairperson of the Publicity/Fundraising Committee
- b) Directors shall be elected for a term of one year .
- c) The officers, except for the past president, will be elected from amongst themselves by the majority vote prior to the Annual General Meeting.

- d) Vacancies on the Board of Directors may be filled by the Directors until the next annual general meeting but only by the appointment of a director from the same zone.
- e) No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.
- f) No Director shall be remunerated for being or acting as a Director but shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Federation.
- g) Members may by special resolution remove a director before expiration of the director's term. A vacancy so created would be filled in accordance with Bylaw 5(d) of these Bylaws.

By-Law 6 (Proceedings of Directors)

- a) The Directors may meet at such times and places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings as they see fit, but shall meet not less than once each calendar quarter.
- b) The quorum shall be a majority of the Directors then in office.
- c) Three Directors may at any time request a meeting and in such case, the time, date and location of the meeting shall be determined by the President.
- d) The Directors may delegate any, but not all, of their powers to committees consisting of the number of directors or other persons as they think fit.
- e) A committee so formed, in the exercise of the powers so delegated shall conform to any rules or limits imposed on it by the Directors, and shall report every act or thing done in exercise of those powers at the earliest meeting of the Directors to be held next after it has been done.
- f) Questions arising at a meeting of the Directors or committee of Directors shall be decided by a majority of votes. Each Director shall be entitled to cast one vote at a meeting of Directors. The Chairperson shall not vote, except in the case of an equality of votes.
- g) No resolution proposed at a meeting of Directors or committee of Directors need to be seconded and the Chairperson of a meeting shall not move or propose a resolution.
- h) A resolution in writing, signed by all of the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.
- i) The Directors may conduct business by teleconference as they see fit.

By-Law 7 (Duties of Officers)

- a) The President shall:
 - i. Preside at all meetings of the Directors
 - ii. Supervise the other officers in the execution of their duties
 - iii. Represent the Federation to the Provincial Government and to Gymnastics Canada Gymnastique ; or empower a delegate for such purposes
 - iv. Be an ex-officio member of all committees
 - v. Have custody of the common seal of the Federation

- b) The Vice-President, Finance shall:
 - i. Carry out the duties of the President during the President's absence;
 - ii. Chair the finance committee
- c) The Vice-President, Development shall:
 - i. Promote and supervise province-wide sport development
- d) The Secretary shall:
 - i. Conduct the correspondence of the Federation;
 - ii. Issue notices of meetings of the Federation and directors;
 - iii. Keep minutes of all meetings of the Federation and Directors;
 - iv. Have custody of all records and documents of the Federation except those required to be kept by the Treasurer;
 - v. Maintain the register of members
- e) The Treasurer shall:
 - i. Keep the financial records, including the books of account, necessary to comply with the Society Act;
 - ii. Provide financial statements to the Directors, members and others when required
 - iii. Be the custodian of the Federation funds
- f) The Chairperson of the Competitive Development Committee shall:
 - i. Chair the Competitive Development Committee
 - ii. Coordinate and supervise technical competitive development and programs for competitive rhythmic gymnastics in British Columbia
- g) The Chairperson of the Rhythmic Gymnastic Committee (RG) shall:
 - i. Chair the RG Committee;
 - ii. Coordinate and supervise technical matters with respect to recreational rhythmic gymnastics in British Columbia
- h) Chairperson of Publicity/Fundraising Committee shall:
 - i. Chair the Publicity/Fundraising Committee
 - ii. Promote and publicize rhythmic gymnastics throughout the Province of British Columbia
 - iii. Develop strategies and coordinate fundraising campaigns on behalf of the entire Federation
- i) In the absence of the Secretary from a meeting, the Directors shall appoint another person as the Secretary at the meetings
- j) The responsibilities of the Directors and their officers shall include:
 - i. The qualification, appointment, assignment and direction of judges in accordance with BCRSGF policies and procedures;
 - ii. Assisting the training and development of British Columbia judges to attain required certification levels
 - iii. The selection of athletes to compete under provincial auspices;

- iv. The funding of competitive athletes
- v. The promulgation of rules and regulations regarding such matters as team coaches, zone meets, and such other matters as the parties may agree.

By-Law 8 (Selection Criteria)

- a) The Directors shall set objective criteria, including any appeal process, for the selection of athletes, coaches and officials and shall ensure that a memorandum of Selection Criteria is published and circulated to members within a reasonable time prior to an event, meet, or competition
- b) The Directors shall ensure that the Selection Criteria are applied in a fair, objective, and just manner.

By-Law 9 (Discipline)

- a) The Directors of the Federation are empowered to enquire into the conduct of a registered member, athlete, or coach and may take disciplinary action where it is determined that any such person has:
 - i. Violated the terms of an athlete's or coach's agreement;
 - ii. Violated policy and procedures as published from time to time
 - iii. Violated the rules and regulations of the Federation or of Gymnastics Canada Gymnastique
 - iv. Conducted himself or herself in a manner considered by the Board not to be in the best interests of the sport of rhythmic gymnastics or the Federation.
- b) The Directors shall ensure in all cases dealing with discipline that the registered member, athlete, or coach is afforded legal rights and natural justice.
- c) Where the Directors have made a determination pursuant to paragraph (a) above, the Directors, with respect to the member, may do one or more of the following:
 - i. Reprimand the member
 - ii. Suspend the member; or
 - iii. Expel the member
- d) The Directors shall have the power to impose an interim suspension pending a final determination by the Directors. A final determination shall be reached at the earliest reasonable opportunity.
- e) The Directors may delegate and authorize others to enquire into the conduct of a member and exercise the disciplinary powers set out herein.
- f) The Directors or their authorized agent shall forthwith record in writing any disciplinary action taken under paragraph (c) or (d) herein and deliver it to the member by single registered mail to the current recorded address of the member.

By-Law 10 (Appeals)

- a) A member adversely affected by a decision of the Directors with respect to discipline may appeal the decision.
- b) Notice of appeal shall be given in writing and shall be delivered to a director or the registered office of the Federation within 30 days of the receipt of the record described in By-law 9 (f).

- c) The Directors shall establish and publish an appeal procedure and shall further establish an Appeal Board for the hearing of appeals.
- d) The Directors shall ensure in all cases dealing with appeals that a registered member, athlete, or coach is afforded legal rights and natural justice.

By-Law 11 (Borrowing)

- a) In order to carry out the purposes of the Federation the Board of Directors may, on behalf of and in the name of the Federation, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
- b) No debenture shall be issued without the sanction of a special resolution.
- c) The members may by special resolution restrict the borrowing powers of the Board of Directors, but a restriction imposed expires at the next annual general meeting.

By-Law 12 (Records)

- a) The documents, including the accounting records of the Federation, shall be open to inspection by any Director at any time during normal business hours of the Federation.
- b) The documents of the Federation shall be open to inspection by any member upon payment of a reasonable fee as determined by the directors but not open to any other person except to such extent, at such time and upon such conditions as the Board of Directors may from time to time determine.

By-Law 13 (Seal)

- a) The Board of Directors may provide a common seal for the Federation and may destroy a seal and substitute a new seal in its place.
- b) A common seal of the Federation shall be affixed only when authorized by a resolution of the Board of Directors and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the President and Secretary or the President and Treasurer.

By-Law 14 (Special Resolutions including Resolutions to Amend the Constitution and By-Laws)

- a) Notwithstanding Bylaw 4 (g), any special resolution including amendments to the Constitution and By-Laws shall be passed in a general meeting by not less than 75% majority vote of the voting members (age 18 or older) of the Society present at any Special or General Meeting.
- b) Notice of any special resolution or amendment will be in writing and circulated to all members within 30 days before the intended general meeting.