

BATON NEW BRUNSWICK

**CONSTITUTION, CHARTER
& BY-LAWS
SEPTEMBER 2023**





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CONSTITUTION

ARTICLE A THE ASSOCIATION SHALL BE KNOWN AS THE

Baton New Brunswick Inc. – Bâton Nouveau-Brunswick Inc.

Hereinafter referred to as the “Association”

ARTICLE B OBJECTIVES AND PURPOSE

- a) To encourage and develop the widest participation and highest proficiency in Baton Twirling.
- b) To co-ordinate and assist athletes/participants, coaches, judges and team officials in the pursuit of twirling excellence at the local, regional, provincial, national and international levels.
- c) To seek and accept donations, gifts, etc. in the furtherance of these objectives.
- d) To engage in any and all matters whatsoever which may be required or incidental to the carrying out of the objectives as set forth herein.

ARTICLE C LANGUAGE

The Association’s Constitution and By-laws shall be published in English and French and may be used in the administration of the Association.

ARTICLE D SURRENDER OF CHARTER

If the membership of the Association, in accordance with the voting procedures outlined in Article F, Section 5.2 should in the future, resolve to surrender the Association’s letters of patent, the net assets of the Association shall be disposed of to other non-profit organizations of similar purpose after due process of Canadian Corporate Law has been satisfied.

ARTICLE E ASSOCIATION’S GAIN/PROFIT

The Association shall be carried on without purpose to gain for its members and any profits or other accreditation to the Association shall be used in promoting its objectives.

CHARTER

ARTICLE A

1.0 SECTION 1 NAME OF THE ASSOCIATION

- 1.1 The name of the society is the Baton New Brunswick Inc. – Bâton Nouveau Brunswick Inc. hereinafter referred to as the BNB.
- 1.2 The official language of the BNB shall be English and French.

2.0 SECTION 2 DEFINITION OF BNB

- 2.1 The BNB shall consist of all athletes, coaches, managers, trainers, judges, organizers, administrators, and any other interested parties who involve themselves in the sport of baton twirling, or who otherwise express an interest in the sport and who also comply with the rules, regulations, constitution, charter and By-laws of the BNB as may be amended from time to time.

3.0 SECTION 3 AFFILIATION WITH CBTF

- 3.1 The BNB shall be an affiliated member of the Canadian Baton Twirling Federation (hereinafter referred to as the CBTF) and shall be the sole representative of baton twirling in New Brunswick to this body and all other bodies and all other national bodies.

ARTICLE B

1.0 SECTION 1 DEFINITIONS OF BNB TERMS

The following are definitions of the terms used by the BNB and referred to in the By-laws:

1.1 Association

Shall refer to the Baton New Brunswick Inc. – Bâton Nouveau-Brunswick Inc.

1.2 Directors

Shall refer to the Board of Directors of the BNB.

1.3 Executive

Shall refer to the Executive Committee of the BNB.

1.4 Recognized Clubs

Shall refer to any twirling program, which may or may not be associated with an educational institute, which actively undertakes the athletic training and competition scheduling of a group of twirlers.

1.5 Voting Member

Shall refer to either a Director, Club President, Club Representative or to a member of the Executive Committee of the BNB.

1.6 Member in Good Standing

Shall refer to any twirler, coach, trainer, manager, official, organizer, administrator and any other interested party who involves himself/herself in the sport of baton twirling and registers with a recognized club that complies with the By-laws and all Rules, Regulations and Policies of the BNB.

Shall refer to a dues-paying Affiliated or Privileged Organization otherwise entitled to representation on the Board of Directors, and who complies with the Charter, By-laws and all the Rules and Regulations of the BNB.

1.7 Coaches' Representative

Shall refer to such persons as shall be elected to represent the coaches of the Association on the BNB Technical Committee and Board of Directors. The Coaches Representative shall be certified and registered as a Coach and be in good standing with the Association.

1.8 Athletes' Representative

Shall refer to such a person as shall be elected by the Athletes of the BNB who are 15 years old or older to represent the active athletes of the Association on the BNB Technical Committee and Board of Directors. The Athletes Representative shall not be out of competition for more than one (1) year, have competed in one (1) Canadian CBTF Championship, and be in good standing with the Association.

1.9 Judges' Representative

Shall refer to such persons as shall be elected to represent the active Judges of the Association on the BNB Technical Committee and Board of Directors. The Judges Representative shall be certified and registered as a Judge and be in good standing with the Association.

1.10 Technical Committee

Shall refer to the Technical Chairperson, Coaches' Representative, Judges' Representative, Athletes' Representative, Group Representative, and Skills Development Program Coordinator duly elected or appointed.

1.11 Sanction

Shall refer to explicit approval, recognition, confirmation, ratification, permission or authorization awarded to a Recognized Club or Association for any twirling function or to an individual by the BNB & CBTF.

1.12 Provincial Championships

Shall refer to a competition organized for the purpose of determining the champions of New Brunswick in any approved style of Baton Twirling and in any age division as per CBTF.

1.13 National Championships

Shall refer to a competition organized for the purpose of determining the champions of Canada in any approved style of Baton Twirling and in any age division as per CBTF.

1.14 Coach/Coaches

Shall refer to the coach or coaches selected to coach any team and/or individual twirlers in New Brunswick, or coaches of any team and/or individual twirlers representing New Brunswick outside of the province or country. Coaches shall be certified and registered and in good standing with the Association.

1.15 Judge/Judges

Shall refer to a judge or group of judges selected to officiate in New Brunswick. Judges shall be certified and registered and in good standing with the Association.

1.16 Manager/Managers

Shall refer either to the manager or managers selected to manage any team and/or individual twirlers in New Brunswick, or to the manager or managers of any team representing New Brunswick at the National Championships. Managers shall be members in good standing with the Association.

1.17 Age Divisions

BNB will establish and promote competition in age divisions in accordance with limits established by the Association and CBTF.

2.0 SECTION 2 PURPOSE OF THE BNB

2.1 The Baton New Brunswick Inc. – Bâton Nouveau Brunswick Inc. is a non-profit society organized to foster the development of twirlers, coaches, managers, trainers, judges and officials who desire to join in membership to the advancement of twirling in New Brunswick, and to provide these members with the opportunity to participate and contribute to the improvement of baton twirling.

2.2 The Association shall:

Encourage and develop the widest participation and the highest proficiency of Baton Twirling in New Brunswick; and coordinate and assist twirlers, coaches, managers, trainers, judges and officials in the pursuit of excellence in twirling regionally, provincially, nationally and internationally.

3.0 SECTION 3 AIMS AND OBJECTIVES OF THE BNB

The purposes of the Association are fulfilled through the following aims and objectives:

- 3.1 To stimulate interest in the public so that they will become involved in the sport of Baton Twirling in New Brunswick.
- 3.2 To unify and co-ordinate the efforts of all twirlers, coaches, managers, trainers, judges and officials in New Brunswick.
- 3.3 To provide and maintain the highest standard of twirling, coaching, managing, training, judging and officiating in New Brunswick.
- 3.4 To improve the skill and technical knowledge of twirlers, coaches, managers, trainers, judges and officials in New Brunswick.
- 3.5 To provide all twirlers, coaches, managers, trainers, judges, officials and volunteers a voice in the Canadian Baton Twirling Federation, being their sole representative to this body.
- 3.6 To create and maintain research projects that will benefit all those interested in twirling in New Brunswick.
- 3.7 To provide a clearing-house for the distribution of literature, films, research material and other materials pertaining to twirling collected from sources within New Brunswick.
- 3.8 To give prompt attention to suggestions leading to the improvement of twirling, coaching, training, managing, judging and officiating in New Brunswick.

ARTICLE C

1.0 SECTION 1 INSIGNIA (LOGO)

- 1.1 The Association shall have such official insignia (logo) as the Board of Directors may from time to time decide. The official insignia of the Association shall be that which is affixed to this document in Appendix A.

2.0 SECTION 2 COLORS

2.1 The official colors of the Association shall be burgundy, green and white.

3.0 SECTION 3 HEAD OFFICE

3.1 The head office of the Association shall be located at the current board president's residence.

3.2 The Association may establish such other offices and agencies elsewhere within New Brunswick, as the Board of Directors may deem expedient.

4.0 SECTION 4 SEAL

4.1 The common seal of the Association shall be in form prescribed by the Directors of the Association and shall have the words "Baton New Brunswick Inc. - Bâton Nouveau-Brunswick Inc. endorsed thereon.

4.2 The seal of the Association shall be under the control of the Executive, and the responsibility for its custody shall be determined, from time to time, by the Executive.

4.3 The seal of the Association shall not be affixed to any instrument except by authority of the Executive Committee and in the presence of such officer or officers of the Association as may be prescribed in and by resolution of the Executive, or if no officer or officers are prescribed by such resolution, then in the presence of the President and one of either 1st or 2nd vice president.

4.4 Two of the following, the president, the 1st Vice President, or the 2nd Vice President shall sign deeds, transfers, licenses, contracts, and engagements on behalf of the Association.

4.5 Notwithstanding any provisions to the contrary contained in these By-laws, the Executive may at any time, by resolution, direct the manner in which, and the person or persons by whom any particular instrument, contract, or obligation of the Association may be executed.

BY-LAWS

ARTICLE D

1.0 SECTION 1 MEMBERSHIP CLASSES

- 1.1 The Board of Directors may admit an applicant to a class membership subject to such terms and conditions as may be imposed by resolution of the said Board.
- 1.2 Any member who accepts membership in the Association shall be deemed to have undertaken to abide by the provision of the Charter, By-laws, Rules and Regulations, and Policies of the Association.
- 1.3 Only members in good standing of the Association may participate in any of the benefits and advantages thereof. Persons not of the status of member in good standing cannot exercise authority over, impose constraints upon, or require indemnification of the Association or of any of its members.
- 1.4 The Association shall have the following classes of membership:
 - a) Competitive Athlete (A)
 - b) Pre-Competitive Athlete (B)
 - c) Badge/Recreational Athlete (BR)
 - d) Group/Pom Only Athlete (G)
 - e) Technical (Adjudicator, Coach, Judge, Course Conductor) (T1 - Voting)
 - f) Technical (Adjudicator, Coach, Judge, Course Conductor) (T2 - Non-Voting, 18 years and Under)
 - g) Board, Executive (D)
 - h) Volunteer (E)
 - i) Club (BNB Membership)

2.0 SECTION 2 INDIVIDUAL MEMBERSHIP

- 2.1 Individual membership in the Association may include any twirlers, coaches, managers, trainers, judges, officials, organizers, volunteers, administrators, and any other interested parties who involve themselves in twirling or who otherwise express an interest in the sport.
- 2.2 Individual members must be members in good standing with the association before he/she will be permitted to participate in any competition or function sanctioned by the Association.

2.3 There shall be the following classes of individual memberships:

- a) Competitive Athlete (A)
- b) Pre-Competitive Athlete (B)
- c) Badge/Recreational Athlete (BR)
- d) Group/Pom Only Athlete (G)
- e) Technical (Adjudicator, Coach, Judge, Course Conductor) (T1 - Voting)
- f) Technical (Adjudicator, Coach, Judge, Course Conductor) (T2 - Non-Voting, 18 years and Under)
- g) Board, Executive (D)
- h) Volunteer (E)

2.4 Competitive Athletes (A) must be members of, or affiliated with, a Full Voting Club.

2.5 Pre-Competitive (B), Badge/Recreational (BR), and Group/Pom Only (G) Athletes may be members of either a Full Voting or Non-Voting Club.

2.6 To compete in BNB sanctioned competitions within the Province, New Brunswick athletes must hold a Competitive (A), Pre-competitive (B), or Group/Pom Only (G) membership, and be affiliated with a CBTF Level 2 (or higher) certified coach.

2.7 CBTF certified coaches and judges are required to maintain an annual Technical (T1 or T2) membership.

2.8 Technical members that are not affiliated with a Full Voting Club, or Non-Voting Club, will maintain their Technical (T1 or T2) memberships directly through the BNB.

2.9 Out of province, and out of country guest clinicians, judges, and coaches that are hired and paid by contract, are not required to hold BNB memberships.

3.0 SECTION 3 CLUB MEMBERSHIP

3.1 Full-Voting Clubs

- a) Each club shall maintain a yearly affiliation with BNB.
- b) Each club shall ensure all their athletes have a membership type A, B, BR, or G through proper registration.
- c) Each club shall pay their yearly club assessment fees to BNB.
- d) Each club shall have or be affiliated with a CBTF certified coach.
- e) Each club will provide one voting representative for the BNB board.

3.2 Non-Voting Clubs/Groups

- a) Each club or group shall have, or be affiliated with, a CBTF certified coach.
- b) Each club or group may send a representative to BNB board meetings, but shall not have voting rights.
- c) Each club or group may be comprised of Pre-Competitive Athletes (B), Badge/Recreational Athletes (BR), Group/Pom Only Athletes (G), Technical members (T1 or T2), and Volunteers (E).
- d) Each club or group with members that wish to become Competitive Athletes (A), must affiliate those athletes with a recognized Full Voting Club.

4.0 SECTION 4 BNB JURISDICTION AND GOVERNANCE

- 4.1 The affairs of BNB shall be governed in accordance with the provisions of the By-laws, Policies, and Rules and Regulations and Constitution of the Association.
- 4.2 The Association must be registered as a society and have an Executive consisting of a minimum of a President, Technical chairperson, Secretary or Treasurer.
- 4.3 Changes to the Constitution will only be made at a duly called Annual General Meeting.

5.0 SECTION 5 AFFILIATED ORGANIZATIONS

- 5.1 Any groups of members of the Association, who because of the nature of their work, find it advantageous to form themselves into a special organization, may, upon written application to the Association be affiliated with it.
- 5.2 Only those organizations concerned solely with an aspect of twirling and affiliated with the Association shall be eligible for Affiliated Membership and accorded the status of a privileged member.
- 5.3 Affiliated Organizations shall have the responsibility to unify and co-ordinate the activity of their respective members.
- 5.4 The affairs of each Affiliated Organization shall be governed in accordance with the provisions of the Charter, By-laws, Rules and Regulations of the Association, in so far as the same is applicable.
- 5.5 Affiliated Organizations must enact such By-laws, prescribe such Rules and Regulations, and require of their members such fees, dues and charges as they may from time to time determine, provided such By-laws, Rules and Regulations, fees, dues and/or charges are not in conflict with the interests of the Association.

6.0 SECTION 6 HONORARY MEMBERSHIP

6.1 The Association may from time to time, choose to bestow Honorary Membership upon those, whom it wishes to honor, observing the eligibility requirements and nominating procedures recommended by the Executive and Board of Directors.

7.0 SECTION 7 ALLIED MEMBERSHIP

7.1 Upon written application of the Board of Directors, whose ruling shall be final, those organizations that are interested in the promotion, assistance or study of baton twirling in New Brunswick and who cooperate with the Association in the promotion of the sport shall be eligible for Allied Membership.

7.2 All active Allied Members of the Association shall register their names in the manner provided by the Board of Directors.

8.0 SECTION 8 PRIVILEGES

8.1 Affiliated Organizations, and elected officers of the Association, shall be accorded the following privileges of the Association:

The right to speak, to vote on matters pertaining to changes to the Constitution, Charter, or By-Law as provided by these By-laws, to vote for the Officers of the Association, to hold office, and to otherwise conduct the business of the Association.

8.2 Individuals representing Allied, Affiliated Associations, and Honorary members shall have the privilege of speaking, but shall not be entitled to vote, hold office or otherwise conduct the business of the Association.

9.0 SECTION 9 REGISTRATION

9.1 Registration of Competitive Athletes, Pre-competitive Athletes, Badge/Recreational Athletes, Technical Personnel, Board and Executive and Club Members shall be conducted by the Association.

10.0 SECTION 10 RESIDENCY AND AFFILIATION

10.1 An athlete must reside in the province for not less than sixty (60) days to claim that new residence as permanent.

10.2 A waiver may be granted by the Association President for less than sixty (60) days if proof can be presented as to permanency.

11.0 SECTION 11 CITIZENSHIP

11.1 CANADIAN CITIZEN shall refer to a person who is a citizen of Canada.

11.2 PERMANENT RESIDENT shall refer to a person living in Canada within the meaning of the Immigration Act of Canada.

ARTICLE E

1.0 SECTION 1 OFFICERS

1.1 The Board of Directors shall manage the property and business of the Association.

1.2 The following elected Officers of the Association are members of the Board of Directors, and shall be known as the Executive Committee:

- a) President
- b) Vice Presidents (1st & 2nd)
- c) Secretary
- d) Treasurer
- e) Technical Chairperson

1.3 A Director shall also be elected to represent each of the following:

- a) Membership Chairperson
- b) SDP Officer
- c) Sanction Officer
- d) Media Coordinator
- e) Judges' Representative
- f) Coaches' Representative
- g) Group Representative
- h) Competition Coordinator
- i) Athletes' Representative

1.4 Each Full-Voting Club shall have one (1) voting position on the Board of Directors, either the President of the Club or their designate.

2.0 SECTION 2 EXECUTIVE COMMITTEE

2.1 The elected Officers of the Association, as set out in Article E, Section 1.2 (a), (b), (c), (d), (e) shall comprise the Executive Committee of the Association, and shall be responsible for conducting the affairs of the association as directed by the members, through the Board of Directors.

- 2.2 The Executive Committee shall possess and exercise all of the powers of the Directors between meetings of the said Board of Directors except as specifically limited by resolution of the Board of Directors and by the Constitution, Charter, and By-laws of the Association.

3.0 SECTION 3 ELECTION AND APPOINTMENT

- 3.1 The aforementioned Officers in Article E, Section 1.2 (a), (c), (d), (e), and Section 1.3 (a), (b), (c), (d), and (h) will be elected by secret ballot of the Directors entitled to vote at the Annual General Meeting of the Association, and each Officer shall hold office for a two (2) year term.
- 3.2 In the event that the president in Article E, Section 1.2 (a) is unable or unwilling to assume the office of Past president, the Executive Committee may appoint the next previous Past president the position or maintain that position vacant.
- 3.3 The aforementioned Officers in Article E, Section 1.3 (e) (f) and (g) be elected by the majority of votes cast by the Technical Committee and approved by the Board of Directors.
- 3.4 The aforementioned Officer in Article E, Section 1.3 (i) be elected by the athletes of the BNB who is 15 years old or over and approved by the Board of directors.
- 3.5 The Full-Voting Club Representatives in Article E, Section 1.4 will be the Club President (or designate) and approved by the Board of Directors
- 3.6 In the event that the person elected as an Executive Committee member as per Article E, Section 1.2 (a), (b), (c), (d), (e), shall have, prior to his/her election been a member of the body of Directors which elected him/her, then he/she shall cease to hold the position previously held and the body entitled to representation on the Board of Directors shall within thirty (30) days appoint a new representative to the Board of Directors. A person may hold more than one position on the board as long as there are no conflict between these positions and the rest of the board of directors is in agreement. Persons holding more than one position will only be allowed one vote at any meeting.

4.0 SECTION 4 RECOGNIZED CLUBS

- 4.1 Each Full-Voting club shall be represented at all meetings of the Board of Directors, at the Annual General Meeting of the Association, and at all other meetings as required by the President. Full-Voting Clubs shall have one (1) representative of the Club.
- 4.2 Non-Voting Clubs and baton groups may send a representative to attend meetings of the Board of Directors and the Annual General Meeting of the Association; however, the representative will not have a vote.

5.0 SECTION 5 BOARD OF DIRECTORS

- 5.1 The Officers of the Association, as set out in Article E, Sections 1.2, 1.3, and 1.4 shall comprise of the Board of Directors of the Association.
- 5.2 The responsibilities of the Directors shall be to conduct the business, discipline, and management of the Association, and subject to its Charters, By-laws, and the provisions of the New Brunswick Corporation Act, exercise all the powers of the Association.
- 5.3 The Board of Directors has the authority to carry out its responsibilities within the allotted budgets and with due consideration to all requests for action passed at the Annual General Meeting, any special meeting, or by any duly appointed committee.
- 5.4 A Quorum of the Board of Directors shall consist of five (5) of the voting Directors as set out in Article E, Sections 1.2, 1.3 and 1.4 in attendance at a duly called meeting.
- 5.5 The Board of Directors may from time to time require of the members such dues and monies for the purpose of fostering twirling as they see fit.
- 5.6 The Board of Directors shall ratify all appointments to special tasks and committees and may rescind any such appointment by a vote of the Directors present at a duly called meeting.
- 5.7 The Board of Directors may from time to time authorize the employment of such persons as they deem necessary to carry out the objectives of the Association, and such employees shall have such authority and shall perform such duties as from time to time may be prescribed by the Directors.

ARTICLE F

1.0 SECTION 1 PROCEDURE OF MEETINGS

- 1.1 The procedure of all meetings of the members, Board of Directors and Executive Committee shall be that procedure laid down in the most recent edition of Robert's Rules of Order, except where in conflict with the Constitution, Charter, By-laws of the Association, or with the regulations of the New Brunswick Corporation Act, in which case the latter shall govern.
- 1.2 Power of Attorney voting or Proxy voting shall not be allowed at any meeting.
- 1.3 Quorum – Any meeting duly called to conduct the business of the Association cannot be called to order without the prescribed quorum. If a meeting has been called to order with the required quorum and a member leaves, the meeting shall continue providing it is the wish of the remaining members.
- 1.4 If a Director or the Board of Directors feel that another Director has a conflict of interest with an agenda item at a meeting, it shall be permissible for he/she/the Board to request that the Director remove him/herself from that portion of the meeting or abstain from voting.

- 1.5 Should the Director in question deny a Conflict of Interest, he/she shall be given the opportunity to justify why he/she is not in Conflict of Interest.
- 1.6 If the Director in question refuses to temporarily leave the meeting or maintains the right to vote after having been found in Conflict of Interest, the Presiding Officer shall immediately adjourn the meeting until such time as the Director in question agrees to dismiss him/herself from the portion of the continuation of the meeting that discusses the specific agenda item.
- 1.7 Teleconference, Videoconference, and other technology-supported meetings are acceptable, provided they meet the other criteria for duly called meetings. All participants must be able to hear each other at the same time. All actions taken by the board during the course of these meetings are to be ratified by the board annually at the Annual General Meeting to become official acts.
- 1.8 A vote on a timely issue may be conducted via email, provided that all Board Members are given the opportunity to participate. A quorum for an electronic vote will be 50% of the existing Board of Directors. An electronic vote is not to be a secret ballot – all participants are to “Reply to All” to ensure that all participants are aware of how they voted on the issue. The President and/or Secretary of the Association will formally announce the results of the vote, by email, after the votes have been duly collated, either by the Secretary of the Association, or the President.

2.0 SECTION 2 EXECUTIVE MEETING

- 2.1 The Officers of the Executive, as set out in Article E, Section 1.2 shall comprise the Executive Committee of the Association.
- 2.2 The responsibilities of the Officers of the Executive Committee shall be to conduct the business, discipline, and management of the Association, and subject to its Charters, By-laws, and the provisions of the New Brunswick Corporation Act exercise all the powers of the Association.
- 2.3 The Executive Committee has the authority to carry off its responsibilities within the allotted budgets and with due consideration to all requests for action passed at the Annual General Meeting, any special meeting, or by any duly appointed committee.
- 2.4 Each voting member shall be entitled to one (1) vote on each question, arising at an Executive Committee Meeting.
- 2.5 In the event of a tie in voting, the President shall cast the deciding vote.
- 2.6 The Executive Committee may from time to time require of the members such dues and monies for the purpose of fostering twirling as they see fit.
- 2.7 Notice of a meeting of the Executive Committee shall be sent to each member no less than seven (7) days prior to the meeting date.

- 2.8 The Agenda and Financial Statements for each meeting of the Executive Committee shall be sent to each member of the Committee no less than five (5) days prior to the meeting.
- 2.9 A meeting of the Executive Committee may be held at any time if all Members are present there at or if those absent have waived notice or otherwise have signified their consent in writing to the holding of the meeting to the Association President.
- 2.10 Failure to abide by either Section 2.7 or 2.9 shall invalidate such meeting or invalidate or make void any proceedings taken or held at such meeting.
- 2.11 Quorum of the Executive Committee shall consist of a minimum of three (3) members.

3.0 SECTION 3 BOARD OF DIRECTORS' MEETING

- 3.1 The Members of the Board, as set out in Article E, Section 1.2, 1.3, and 1.4 shall comprise the Board of Directors of the Association.
- 3.2 The responsibilities of the Board of Directors shall be to conduct the business, disciplinary actions and management of the Association and subject to its Charter, By-laws, and the provisions of the New Brunswick Corporation Act and exercise all powers of the Association.
- 3.3 The Board of Directors has the authority to carry off its responsibilities within the allotted budgets and with due consideration to all requests for action passed at the Annual General Meeting, any special meeting, or by any duly appointed committee.
- 3.4 A meeting of the Board of Directors may be held when deemed by the President or majority of the Board of Directors to be necessary.
- 3.5 Each voting member shall be entitled to one (1) vote on each question arising at a Board of Directors' meeting.
- 3.6 In the event of a tie in voting, the President shall cast the deciding vote.
- 3.7 The Board of Directors may from time to time require of the members such dues and monies for the purpose of fostering twirling as they see fit.
- 3.8 A Quorum at any Directors' meeting shall consist of five (5) of the members of the Association Board of Directors.
- 3.9 Notice of the meeting of the Board of Directors shall be sent to each member no less than seven (7) days prior to the meeting date.
- 3.10 The Agenda and Financial Statements for each meeting of the Board of Directors shall be sent to each member of the Board no less than five (5) days prior to the meeting.

- 3.11 A meeting of the Directors may be held any time if all members are present there at or if those absent have waived notice or otherwise have signified their consent in writing to the holding of the meeting to the Association President.
- 3.12 Failure to abide by Section 3.9 or 3.11 shall invalidate such meeting or invalidate or make void any proceedings taken or held at such meeting.

4.0 SECTION 4 SPECIAL MEETINGS

- 4.1 A Special Meeting of the Association may be called at any place, date and time by the President or by a majority of the Board of Directors, and shall be governed by the same regulations and procedures as those governing the Annual General Meeting, except otherwise stated.
- 4.2 Notice of a Special Meeting shall be sent to each Executive, Board or Committee member no less than seven (7) days prior to each meeting date.
- 4.3 Quorums for any Special Meetings shall be:
- a) Executive Committee - minimum of three (3) Committee members
 - b) Board of Directors - not less than five (5) Directors
 - c) Technical Committee - not less than three (3) members
 - d) Other Committees/Commissions - minimum of three (3) members
- 4.4 The purpose for which the meeting is being called shall be stated in the notice of meeting. Items may be added to the agenda at the time of the meeting.
- 4.5 The President may facilitate a Conference Call of the Executive or Board of Directors that require discussion and voting by all members. All members must be able to hear all of the discussion and how other members vote on issues.

5.0 SECTION 5 ANNUAL GENERAL MEETING

- 5.1 A General Meeting of the voting members of the Association shall be held annually for the purpose of receiving reports and determining the direction of the Association for the following year(s).
- 5.2 Only those Directors in good standing and as set out in Article E, Sections 1.2, 1.3 and 1.4 shall be entitled to vote at meetings of the Association.
- 5.3 Each voting member shall be entitled to one (1) vote on each question, arising at any meeting of the Association. Voting members at the Annual General Meeting will consist of: Directors in good standing, 1 representative per voting club, athletes over 18 years of age, 1 parent of minor athletes.

- 5.4 In the event of a tie in voting, the President shall cast the deciding vote.
- 5.5 All questions, except those pertaining to the Election of Officers, shall be decided by a show of hands unless a poll or a secret ballot is requested by any member.
- 5.6 The place and date of the Annual General Meeting of the Association shall be decided by the Executive Committee, and shall be held each and every year no later than December 1st.
- 5.7 A Quorum at the Annual General Meeting shall consist of five (5) Directors.
- 5.8 Notice of the annual General Meeting shall be sent to each member of the Board of Directors no less than thirty (30) days prior to the meeting.
- 5.9 The Agenda and the Financial Statements for the Annual General Meeting shall be sent to each Director no less than seven (7) days prior to the meeting.
- 5.10 Failure to give such notice for the Annual General Meeting shall invalidate such meeting or invalidate or make void any proceedings taken or held at such meeting.
- 5.11 The agenda when sent, as stated in Section 5.9 shall include:
- a) Any proposed amendments to the constitution.
 - b) Persons nominated to stand for any elected position.
 - c) Additions to the Agenda can be made at the time of the meeting.
- 5.12 All Executive Committee and Board Members shall be required to prepare Annual Reports for presentation to the Annual General Meeting. Copies of each Report shall be sent to the BNB Secretary no less than fourteen (14) days prior to the Annual General Meeting. The Member is responsible to have ten (10) copies of the report available at the Annual General Meeting for fellow Executive and Board Members as well as for the general membership if reports have not been sent into the BNB Office seven (7) days in advance of the meeting.

6.0 SECTION 6 VACATION OF OFFICE

- 6.1 Any elected Director may be removed from office by a resolution passed by one half (1/2) plus one (1) of the Directors, present and voting, at a meeting called for this purpose.
- 6.2 The office of a Director or Executive Member shall be automatically vacated if such a member becomes unable to perform the duties of his/her office, because of certified mental illness, chronic illness or long term-disability.
- 6.3 A Director or Executive Member may be removed from office for failing to complete the duties of the office or if convicted of a criminal offence.
- 6.4 Any elected director or Executive Member may resign his/her office by delivering a written resignation to the President or the Secretary of the BNB.

- 6.5 Any appointed Director may be replaced by:
- a) A decision by his/her club
 - b) A resolution passed by one half (1/2) plus one (1) of the Board of Directors of the BNB present at a meeting, with a request to the club concerned for a replacement.
- 6.6 Any vacant BNB office may be filled by:
- a) Election by approved election procedure as set out in Article E, Section 3 or:
 - b) A resolution passed at a meeting of the Board of Directors of the BNB.
 - c) This officer shall hold office until the next Annual General Meeting at which regular elections are to be held.
- 6.7 Executive Committee/Board of Directors members who resign during their term and then wish to be reinstated may be reinstated with the majority of the Executive Committee/Board of Directors written approval provided an appointment to that position has not already been made.
- 6.8 All members that have a position on the board of BNB are required to attend a minimum of 50% of the board meetings unless they have a valid reason. Failure to do so, will result in a request for the member's resignation from the board by the president. A valid reason is to be determined by the board and be reasonable in its expectation of attendance by board members.

7.0 SECTION 7 RECORDS

- 7.1 Each Officer shall, at the end of his/her term of office, hand to his/her successor such records that pertain to his/her office, which are in his/her possession.

8.0 SECTION 8 WITHDRAWAL

- 8.1 Any member may withdraw from the BNB by failing to reapply for membership or by giving notice in writing to the Secretary.
- 8.2 An Allied or Affiliated member shall give twelve months notice in writing to the Secretary of its intention to withdraw from membership, and such withdrawal must be in accordance with the By-laws of such members.

9.0 SECTION 9 GRIEVANCES

- 9.1 A "grievance" shall mean any difference relating to the interpretation, application, administration or alleged violation of the By-laws, Policies, Rules and Regulations of the Association.

- 9.2 A grievance must be submitted in writing (not email) and the following must be included and presented clearly and completely on the first page of the grievance letter in point form.
- a) The griever's name, complete address, phone number(s), BNB membership number and signature.
 - b) The date, time and location of the event giving rise to the grievance.
 - c) The name(s) of the accused party(ies)
 - d) The identification of the By-Law, Policy, Rule or Regulation involved.
 - e) The remedy sought.
 - f) The nature of the grievance should then be presented.
- 9.3 Once the grievance has been received, procedures as outlines in Section 10 will be followed.

10.0 SECTION 10 DISCIPLINE

- 10.1 If the Board is of the view (after a complaint by a member or otherwise) that a member may have breached or violated the By-laws, Policies, Rules or Regulations of the Association, the Board may invoke the discipline provisions outlined in Section 10. Nothing in this By-Law shall prevent discipline being imposed on any member as outlined in the Policies, Rules or Regulations of the Association.
- 10.2 The matter will be referred to a two (2) member committee of the Board (The Complaints Committee) as appointed by the Executive Committee, who will examine any written allegations and any other aspects that they consider advisable and will decide if a discipline hearing is warranted. If so, the president shall convene a Discipline Committee within thirty (30) days following any such decision.
- 10.3 It is recommended that the Discipline Committee consist of the following:
- a) One (1) member of the Board of Directors who shall act as a Chairperson of the committee.
 - b) One (1) member of the Board of Directors with expertise in the area in question (example: the Coaches Representative for a coaching matter).
 - c) Three (3) other members at large.

In the event that the conduct of any Executive member is under question, the Board as a whole, shall choose the Discipline Committee and identify the Chairperson.

- 10.4 The Discipline Committee shall send a copy of the written charges and a notice of the date, place and time fixed for a hearing by registered mail to the Accused Member and to the complainant, if any, at least thirty (30) days prior of the hearing. The accused shall have the right to be represented by counsel at the hearing.

- 10.5 Should the Accused be unable to attend the hearing because of circumstances beyond his/her control, he/she must notify the Chairperson of the discipline Committee in writing within the (10) business days of the receipt of the notice, whereupon a new date for the hearing will be fixed. Should the Accused then fail to attend on the new date, the hearing will proceed in his/her absence.
- 10.6 The Accused, the Association and any complainant shall have the right to be heard and to call witnesses.
- 10.7 Within thirty (30) days after the hearing, the Discipline Committee shall provide its decision in writing to the Accused, the Secretary and any complainant.
- 10.8 In the event that the decision is to suspend membership or to expel the Accused, the Accused will have the right of an appeal to the full Board, which shall be heard as soon as possible. The Complaints Committee that referred the matter to the Discipline Committee described in Section 10.2 shall not participate at any appeal nor will the members of the Board who were members of the Discipline Committee in respect of the hearing.
- 10.9 A Director may not vote on any matter in which they have a direct pecuniary interest, or on any matter in which their individual conduct is directly or indirectly called into question, or in any matter in respect of which they may be required to give evidence before the Discipline Committee but, if subsequent to a vote, it is ascertained that a member has so voted, their vote shall not be voided except under motion duly made at the next meeting of the Board after the discovery of the improper vote.

11.0 SECTION 11 DISENFRANCHISEMENT AND REINSTATEMENT

- 11.1 Any member of the Association can be disenfranchised for non-payment of any fees owing to the Association.
- 11.2 For a member to be reinstated with the Association, all fees owing to the Association must be paid and a formal application for reinstatement must be made to the Board of Directors.

ARTICLE G

1.0 SECTION 1 ADVISORY COMMITTEES – STANDING OR SPECIAL

- 1.1 The Directors shall at each Annual General Meeting of the Association or from time to time as requested, appoint or cause to be appointed a Chairperson to each of the Standing Committees of the Association.
- 1.2 Each standing Committee must hold at least one (1) meeting per year. A Special Meeting may be called by the Chairperson of any Committee upon his/her giving no less than fourteen (14) days written notice to each Committee Member. An agenda shall be forwarded to each Committee Member no less than five (5) days prior to the meeting.

- 1.3 The minimum of three (3) members shall constitute a Quorum for the transaction of Committee business. Questions arising at any meeting of the Committee shall be decided by a majority of votes, and in case of equality of votes, the chairperson shall have the deciding vote.
- 1.4 Any resolutions or program amendments as recommended by any Standing or Special Committee, must be ratified by the Board of Directors before it can be implemented.
- 1.5 The chairperson of each Committee shall forward to the Association Secretary at least seven (7) days prior to the Annual Meeting a complete report of the activities of the Committee.

2.0 SECTION 2 SPECIAL COMMITTEES

- 2.1 The Board of Directors shall implement Special Committees when required and as deemed necessary.

ARTICLE H

1.0 SECTION 1 TECHNICAL COMMITTEE

- 1.1 The Technical Chairperson and the Technical Committee shall be responsible to the Executive Committee and shall prepare projects in accordance with Policy as established by the Board of Directors.
- 1.2 The Technical Committee shall have the following members:
 - a) Technical Chairperson
 - b) Judges' Representative
 - c) Coaches' Representative
 - d) Athletes' Representative
 - e) Skills Development Program Coordinator
 - g) Group Representative
- 1.3 The Technical Chairperson shall act as Chairperson of said Committee.
- 1.4 The Technical Committee shall, from time to time, form Commissions to address specific, technical issues. A Commission Head shall be appointed by the Technical Committee and written reports shall be presented as required. At the conclusion of the Commission's assignment, the Commission shall be disbanded by the Technical Committee.
- 1.5 The Technical Committee must hold at least one (1) meeting per year. Additional Technical Meetings may be called by the Technical Chairperson upon giving at least seven (7) days notice in writing or by email to each Committee Member. Meetings can be conducted electronically.

- 1.6 Three (3) members shall constitute a quorum. Questions arising from any meeting of the Committee shall be decided by a majority of votes and, in case of equality of votes, the Technical chairperson shall have the deciding vote.
- 1.7 Any proposals passed by the Technical Committee must be ratified by the Board of Directors before they can be implemented.

ARTICLE I

1.0 SECTION 1 THE FINANCIAL POWERS OF THE BOARD OF DIRECTORS

- 1.1 The Board of Directors shall have the right, upon the recommendation of the Executive:
 - a) To borrow money upon the credit of the Association.
 - b) To limit or increase the amount to be borrowed.
 - c) To grant, bargain, sell, convey, confirm, assign, hypothecate, mortgage, pledge or charge, cede and transfer all or any of the real and personal property freehold or leasehold undertaking and business and other property, assets, and rights of the Association including uncalled capital, both present and future, of what so ever kind and where so ever situated, so secureness such bonds, debentures, debenture stock, notes, and other securities of any money borrowed or any other liability of the Association.
- 1.2 All checks, drafts, notes and other negotiable instruments shall be signed, executed, or endorsed by two of the following three: President, Treasurer and Technical Chairperson.
- 1.3 Contracts, documents, or any instruments in writing, unless otherwise provided for in the Charter or in the By-laws or by the Rules and Regulations of the Association, shall be signed by two of the following three: President, Treasurer and Technical Chairperson and all contract, documents, and instruments in writing duly signed shall be binding upon the Association without any further authorization or formality.
- 1.4 The Directors shall have power to appoint by resolution a board director or directors to sign contracts, documents, and/or instruments in writing generally or to sign specific contracts, documents, and/or instruments in writing on behalf of the Association.

2.0 SECTION 2 INSPECTION OF BOOKS AND RECORDS

- 2.1 The Directors may examine or cause to be examined, the books and Records of the Association or of its member Associations, at such time and place as may be determined by the Directors.

3.0 SECTION 3 FISCAL YEAR

- 3.1 The fiscal year of the Association shall end on the thirty-first (31) day of August each year.

4.0 SECTION 4 AUDIT

4.1 The books and accounts of the Association shall be audited as per the board of director's request. When an audit is requested, Auditors shall be appointed by the Directors and the treasurer shall thereafter present at the following Annual General Meeting of the Association a written report showing the state and condition of the affairs of the Association accompanied by a balance sheet, a summary of the assets and liabilities and a statement of the income and expenses of the Association, made up from the date of the last preceding statement. The Auditor shall be paid such remunerations as the Directors may determine.

5.0 SECTION 5 SIGNING OFFICERS

5.1 The following are recognized as the only signing officers for the Association:

- a) President
- b) Treasurer
- c) Technical Chairperson

No officer may sign individually.

ARTICLE J

1.0 SECTION 1 SANCTION

- 1.1 The Association shall not be held responsible for the operation or Commitment of any member Association Committee, individual, organizing body, or twirling events which have not received prior and explicit sanction from the Association or which otherwise acts outside of the Constitution, the Charter, Policies, or the By-laws of the Association.
- 1.2 Any member who shall withdraw, resign or be expelled from membership of the Association shall forfeit all rights therein and all claims thereon, or in its properties, or funds.
- 1.3 Participation in any Association event is contingent upon membership according to CBTF recognition.
- 1.4 Competitions will be sanctioned according to guidelines laid down by the Association, except where local circumstances apply.

2.0 SECTION 2 FEES

2.1 The Board of Directors shall have the authority to determine from time to time, the annual dues payable by each class of membership.

3.0 SECTION 3 IDENTIFICATION OF DIRECTORS

- 3.1 Directors, as such, shall not receive any remuneration for their services, but, by resolution of the Board, expenses of their attendance at each regular or special meeting of the Board may be allowed.
- 3.2 The Association shall indemnify and save harmless every Director or other Officer and servant of the Association, and his/her and their heirs, executors, administrators, and estate and effects respectively from and against all losses, costs, charges, and expenses whatsoever in any way incurred or sustained by him/her for, or by reason of, or in respect of any act deed, matter, or thing what so ever, made, done, or permitted by him/her, in the proper discharge of his/her duties, the Directors paying or retaining same out of the funds of the Association.

4.0 SECTION 4 REMUNERATION OF AGENTS AND EMPLOYEES

- 4.1 The remuneration of all agents and employees shall be fixed by the Board of Directors by resolution, such resolution having force and effect only until the next Annual General Meeting when it shall be confirmed by the Directors, then the remuneration of such agents or employees shall cease to be payable from the date of such meeting of members.

5.0 SECTION 5 LIABILITY

- 5.1 If any officer or employee of the BNB is found to be guilty of fraud, willful negligence, or dishonesty resulting in loss or damage to the BNB, such officer or employee shall be liable to dismissal, suspension and/or expulsion.

6.0 SECTION 6 DISCLAIMER

- 6.1 The Association is obligated to satisfy only those claims that have the prior and explicit approval of the Board of Directors. Any claim must be presented to the Board of Directors for consideration.

Appendix A

BATON NEW BRUNSWICK

Insignia / Logo



The above image is the official Baton New Brunswick Insignia/Logo in the association's official colours of burgandy, green and white.

BATON NEW BRUNSWICK

DUTIES of OFFICERS & BOARD DIRECTORS

SEPTEMBER 2023





Duties of Officers & Board Directors

Table of Contents

1. President
2. 1st Vice President
3. 2nd Vice President
4. Treasurer
5. Secretary
6. Technical Chair
7. Membership Chair
8. SDP Officer
9. Sanction Officer
10. Media Coordinator
11. Judges' Representative
12. Coaches' Representative
13. Group Representative
14. Competition Coordinator
15. Athletes' Representative

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	President
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Plans and presides BNB Board meetings and BNB AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Attends CBTF annual meetings as NB representative or appoints designate if unable to attend • Acts as liaison between CBTF and BNB on general matters • Prepares BNB's annual funding application to the Sport and Recreation Branch of the Department of Tourisme, Heritage and Culture • Acts as liaison between BNB and Sport NB and government agencies • Nominates BNB members for both Sport NB Awards and CBTF Awards • Organizes BNB Annual Board of Directors' Photo • Attends BNB Provincial Championships • Member of BNB Executive Committee • Signing Officer for BNB • Responsible for ensuring that BNB's By-Laws and Policies are kept updated as required and are being respected • Official spokesperson for BNB • Acts as Emcee for BNB events and will open/close all competitions held in NB • Oversees the general functioning of the association • Responsible for ensuring criminal checks and vulnerable sector checks are performed and recorded as required • Acts as BNB's representative at any CBTF events and ceremonies as requested by CBTF. Responsible of finding a designate if not available in the following order of priority: 1st Vice-President, 2nd Vice-President, other available Director
Support Person(s)	CBTF President
Resources	CBTF Website and Facebook Page, CBTF annual meetings, BNB Policy & Guide Manual, BNB By-Laws
Decision Making Authority	BNB President
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	1 ST Vice-President
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Member of BNB Executive Committee • Organize Annual Awards & Annual Banquet, assisted by 2nd Vice-President • Assists the 2nd Vice-President with all BNB fundraisers held during competitions. • Assists the 2nd Vice-President with yearly fall fundraiser when required. To be determined on an annual basis. • If for any reason the President is unable to fulfill any or some of their duties, the 1st Vice-President will step in temporarily. • Acts as BNB's representative at any CBTF events and ceremonies as requested by CBTF if the President is unavailable to do so.
Support Person(s)	BNB President
Decision Making Authority	BNB President
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	2 nd Vice-President
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Member of BNB Executive Committee • Assists the 1st Vice-President in organizing the Annual Awards & Annual Banquet • Organizes all BNB fundraisers held during competitions, assisted by the 1st Vice-President • Organizes the yearly fall fundraiser and all that entails when required, assisted by the 1st Vice-President. To be determined on an annual basis. • If for any reason the 1st Vice-President is unable to fulfill any or some of their duties, the 2nd Vice-President will step in temporarily. • Acts as BNB's representative at any CBTF events and ceremonies as requested by CBTF if the President and 1st Vice-President are unavailable to do so.
Support Person(s)	President 1 st Vice-President
Decision Making Authority	President 1 st Vice-President
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Treasurer
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provide a written financial report of all funds received and and spent at all meetings • Present a yearly Financial Statement at AGM • Member of BNB Executive Committee • Signing Officer for BNB • Keep proper accounts and records of all financial matters of BNB • Insure that all invoices and dues are paid in a timely manner • Make deposits • Order cheques • Prepare invoices and collect outstanding debts and nsf cheques • Prepare a yearly proposed budget • See that proper yearly reviews are conducted as decided by the Board • Ensures cash prizes are ready during NB Provincial Competition
Support Person(s)	BNB President CBTF Treasurer
Decision Making Authority	BNB President
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Secretary
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Member of BNB Executive Committee • Book meeting rooms • Request sanctions for board meetings and AGM • Prepare meeting agenda and get approved by President • Prepare Minutes of meetings and distribute within 3 weeks of the meeting • Prepare correspondence, memos, certificates and other documents as required • Distribute documents to Board Members • Keep a copy of all documents, including agendas, Minutes, correspondence, financial reports, etc. • Complete the yearly membership form for Sport NB • Complete yearly corporation form for Coporations NB • Prepare Annual Club Membership forms and send to each club in September • Keep an updated list of the Board of Directors with contact information. After AGM, send to all Board Directors as well as CBTF Secretary. • Various administrative tasks as required by Board of Directors and offer suport to Board of Directors as needed
Support Person(s)	BNB President
Decision Making Authority	BNB President
Requirements	<ul style="list-style-type: none"> • Bilingual • Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Technical Chairperson
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Member of BNB Executive Committee • Signing Officer for BNB • Participate in Webinars organized by CBTF • Attend CBTF Technical meetings • Provide BNB Board with up-to-date CBTF technical information • Plans and presides all BNB Technical meetings (Technical Committee is made up of: judges' rep., coaches' rep., group' rep. and athletes' rep) • Inform judges and coaches of all changes received from CBTF and WBTF • Send all BNB competition results to CBTF data entry person • Send all BNB competition results to BNB Coaches' Rep. for the calculation of awards points • Oversees all BNB competitions, workshops and clinics
Support Person(s)	CBTF Technical Representative
Resources	CBTF Website, Facebook and Twitter, CBTF Technical Manual, BNB Website, Facebook, BNB Policy & Guide Manual, BNB By-Laws
Decision Making Authority	CBTF Technical Representative et BNB Technical Chairperson
Requirements	Member in good standing of BNB and CBTF, and the CBTF Technical Association

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Membership Chairperson
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Responsible for Board Director nominations for end of term positions prior to the AGM and to send all nominations to the President • Responsible for Athletes' Rep. nominations and vote if required. Send results to the President. • Keeps an up-to-date membership list • Updates Membership Forms after each AGM for the upcoming year • Provides clubs with updated Membership Forms by August 31st of each year • Provides clubs with Membership Renewal Forms as soon as they are received from CBTF • Provides BNB Board directors with necessary Membership Forms so that they are members in good standing with CBTF and BNB • Prepares online membership batches for CBTF • Provide Treasurer with amounts to be received from each club and what amounts need to be sent to CBTF • Fills out required CBTF forms and sends them to the CBTF Membership Chairperson in a timely manner to meet all deadline requirements
Support Person(s)	CBTF Membership Chairperson and BNB Treasurer
Resources	CBTF Website and Facebook Page, CBTF Membership Procedures
Decision Making Authority	CBTF Membership Chairperson and BNB President
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Skills Development Program (SDP) Officer
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Keeps abreast of all new developments in the Program • Keeps an updated inventory of pins and badges • Keeps an up-to-date database of all athletes participating in the SDP • Sends to the 1st Vice-President by April 30th of each year, the names of all athletes who have completed the SDP throughout the year • Fulfills orders for pins and badges received from clubs • Updates Pins and Badges Order Form when necessary • Order pins and badges from CBTF when required
Support Person(s)	CBTF Skills Development Program Officer BNB Technical Chairperson
Decision Making Authority	BNB Board of Directors
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Sanction Officer
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Participates in Webinars organised by CBTF • Follows CBTF Sanction Representative procedures • Provides BNB Board with up-to-date CBTF sanction procedures • Sends reminders twice yearly (September and January) to BNB Board and clubs reminding them to sanction all events and activities • Provide BNB Board and clubs with updated Sanction forms
Support Person(s)	CBTF Sanction Officer BNB Board of Directors
Resources	CBTF Website and Facebook Page, CBTF Sanction Procedures, BNB Policy & Guide Manual
Decision Making Authority	CBTF Sanction Officer
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Media Coordinator
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Receive news, articles, pictures, etc. from parents, athletes, clubs, BNB Board members • Collects updates and information on events, courses, clinics and competitions from BNB Board Members, Clubs, Coaches and Judges • Publish or sends to be published news, articles, pictures received on BNB Website and Facebook, X (formally Twitter), Instagram and other social media platforms as well as newspapers, in both official languages • Sends emails to all members of BNB when required by board of directors • Liaison with clubs to promote their events • Manages BNB Website, social media platforms and general email address
Support Person(s)	BNB Board of Directors
Resources	WBTF, CBTF, BNB and Clubs' Website, Facebook, Instagram, Twitter and other social media platforms
Decision Making Authority	BNB Board of Directors
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Judges' Representative
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Participates in Webinars organized by CBTF and WBTF • Participate in CBTF Judges' Committee conferences • Provides BNB Board with up-to-date CBTF judges' information • Organizes Judges' and Adjudicator Courses in collaboration with the Course Conductor (must follow Event Coordinator/Course Conductor Responsibility Chart) • Regularly review and keep up-to-date on Badge Adjudication Program • Attends BNB Technical Meetings • Keeps an up-to-date database of BNB and CBTF Judges • Keep in touch with athletes and former athletes would might be interested in taking a Judges' or Adjudicator course
Support Person(s)	CBTF Judges' Representative and BNB Technical Representative
Resources	CBTF Judges' Manual, BNB/CBTF Website and Facebook Page
Decision Making Authority	CBTF Judges' Representative
Requirements	Member in good standing of BNB, CBTF and CBTF Technical Association
Expected Results	Increase judges' knowledge and numbers in New Brunswick
Notes	See attached Judges' Creed

JUDGES' CREED

I will always conduct myself in a professional manner, adhering to the rules and regulations of the CBTF. I will strive to make fair and unbiased decisions based on knowledge and objectivity, keeping in mind the spirit of the sport.

Je ferai toujours preuve de professionnalisme et respecterai les règlements de la CBTF. Je m'efforcerais de prendre des décisions justes et impartiales fondées sur la connaissance et l'objectivité, sans oublier l'esprit du sport.

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Coaches' Representative
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Keeps track of competition results to determine nominees and winners of BNB Annual Awards and sends results to 1st Vice-President 1 week after Provincial Championships. • Participates in Webinars organized by CBTF • Provides BNB Board with up-to-date CBTF, Sport NB and coach.ca coaching information • Provides BNB Coaches with up-to-date CBTF, Sport NB and coach.ca coaching information • Organizes Coaching Courses in collaboration with the Course Conductor (must follow Event Coordinator/Course Conductor Responsibility Chart) • Attends BNB Technical Meetings • Keeps an up-to-date database of BNB Coaches and their current certifications
Support Person(s)	CBTF Coaches' Representative and BNB Technical Representative
Resources	CBTF Website and Facebook Page, Sport NB, Coach.ca (get on their mailing list in order to receive updated information)
Decision Making Authority	CBTF Coaches' Representative and BNB Technical Representative
Requirements	Member in good standing of BNB, CBTF and the CBTF Technical Association
Expected Results	Increase coaches' knowledge and numbers in New Brunswick
Notes	See attached Coaches' Creed

COACHES CREED

We, the coaches, will display professionalism, integrity and respect for the letter and spirit of the sport by adhering to the rules and regulations of the CBTF. We will provide a supportive and informative foundation by striving to seek knowledge and gain experience expressing the highest regard for all members of the community.

Nous, les entraîneurs, ferons preuve de professionnalisme, d'intégrité et de respect pour la lettre et l'esprit du sport en adhérant aux règlements de la CBTF. Nous offrirons information et soutien en nous efforçant d'acquérir les connaissances et l'expérience reflétant le plus grand respect pour tous les membres de la communauté.

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Group Representative
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM including a list of all groups that competed throughout the year • Attends BNB Technical Meetings • Participates in Webinars organized by CBTF and WBTF • Contact the Competition Director two (2) weeks before each competition and also after each competition to follow up on level changes • Provides BNB Board with up-to-date CBTF group information • Consult the CBTF Group Rep. Manual regularly to keep yourself up-to-date • Set up a Declaration Station at Provincial/Winner Championship Competition (Teams/groups must declare three (3) sets prior to taking the competition floor)
Support Person(s)	CBTF Group Representative and BNB Technical Representative
Resources	CBTF Group Manual, CBTF Website and Facebook Page, BNB Policy & Guide Manual
Decision Making Authority	CBTF Group Representative
Requirements	Member in good standing of BNB and CBTF
Reporting Procedures	Errors and omissions on Group Declaration Forms must be reported to the Competition Director, the BNB Technical Rep. and/or the coach

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Competition Coordinator
Term	2 years
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Responsible for organizing Competition Committee and recruiting committee members • Plans and presides committee meetings • Ensure all required tasks are assigned to a committee member • Oversees general planning of competitions in NB • On-site competition coordinator day of event • Assists Technical Representative and/or Competition Director with all details regarding competitions
Support Person(s)	BNB Technical Representative & Competition Director Competition Committee Members
Resources	CBTF Competition Guide & BNB Competition Guide
Decision Making Authority	BNB Technical Representative
Requirements	Member in good standing of BNB and CBTF

BATON NEW BRUNSWICK - POSITION DESCRIPTION

Position	Athletes' Representative
Term	1 year
Responsibilities	<ul style="list-style-type: none"> • Must apply for BNB/CBTF yearly membership • Attend BNB Board meetings and AGM • Provides a verbal report at all meetings as well as a yearly report at AGM • Responsible for all aspects of the Most Inspirational Award • Represents NB on the CBTF Athletes' Commission • Attends BNB Technical Meetings • Organizes and/or attends activities, projects and events for athletes • Prepares an athletes' meeting once per year • NB Flag Bearer at CBTF Canadian Championship opening ceremonies
Support Person(s)	CBTF Athletes' Representative and Athletes' Commission BNB Coaches' and Judges' Representative
Resources	CBTF Website, Facebook Instagram and Twitter
Decision Making Authority	BNB Board of Directors
Requirements	<ul style="list-style-type: none"> • Member in good standing of BNB and CBTF • Must be at least 15 years of age • Position voted by the athletes and approved by BNB board of directors
Notes	See attached Athletes' Creed

ATHLETES' CREED

We, the athletes, promise to maintain a positive and friendly attitude on and off the competition floor. We will adhere to the rules and regulations at all times and demonstrate respect for judges, coaches, parents, volunteers, competitors and, most of all, ourselves.

Nous, les athlètes, promettons de conserver une attitude positive et amicale dans le cadre et à l'extérieur des compétitions. Nous observerons les règlements en tout temps et aurons du respect pour les juges, les entraîneurs, les parents, les bénévoles, les concurrents et, surtout, nous-mêmes.