

Canadian Volkssport Federation (CVF)  
La Fédération canadienne volkssport (FCV)

## Rules and Regulations Part 1 – Administration

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## **1. GENERAL INTRODUCTION**

- 1.1 These Rules and Regulations are established according to Bylaw No. 1 and the CANADA CORPORATIONS ACT to enable the businesslike administration and operation of the Federation.
- 1.2 The Federation is a Canadian non-profit recreational organization, registered under the CANADA CORPORATIONS ACT. As a member of the International Federation of Popular Sports (IVV), the Federation undertakes to fulfill its mandate and obligations detailed in the Statutes and Bylaws.
- 1.3 The Federation and affiliated organizations do not condone or accept any form of personal harassment by participants or associates during sponsored events or activities.
- 1.4 The Goal of the Canadian Volkssport Federation is to offer to Canadians, of all ages and in all parts of the country, the opportunity to participate in our program of organized physical activities, the principal of which is (but not limited to) walking, so that they may personally benefit from the advantages of healthy physical exercise. Furthermore, it also is the goal of the Canadian Volkssport Federation to inform and educate Canadians to the existence and the benefits of our program.

## **2. MEMBERSHIP - GENERAL**

- 2.1 Membership Categories  
Memberships in the Federation are granted in four (4) distinct categories, as approved by the Board: i.e. Regular, Affiliate, Individual, and Regional Association. All members have the responsibility to promote the mission and goals of the Federation.
  - a) Regular Members are known as “Clubs”. They are organized Canadian non-profit recreation groups, whose applications for membership have been approved by the Board following receipt of the required fee and documentation. Regular membership is renewable annually by payment of the required fee by January 1<sup>st</sup> each year.
  - b) Affiliate Members are known as “Affiliates”. They comprise private commercial or public organizations, (e.g. recreational travel enterprises) and non-Canadian Volkssport organizations whose primary purposes are compatible with the Purposes,

Mission, Goals and Objectives of the Federation. Affiliate membership is renewable annually by payment of the required fee by January 1<sup>st</sup> each year.

- c) Individual Members are known as “Volkssporters”. Membership is open to all individuals interested in volkssports. Where clubs exist, individuals are encouraged to join these clubs and participate in the business of the Federation through the club. Where no clubs exist, individuals may receive individual membership recognition upon payment of the required fee as set by the Board of Directors.
- d) Regional Associations are unique categories of Federation membership granted to Volkssport organizations formed at the request of the majority of Clubs situated within a geographic region. Regional Association membership is renewable annually by payment of the required fee by January 1<sup>st</sup> each year.

### **3. TRANSFER OF MEMBERSHIP**

- 3.1 Under ordinary situations, membership in any category is not transferable.
- 3.2 Under exceptional circumstances, where transfer of membership may be viewed as being in the best interests of the Federation, a request for transfer may be considered by the Board, provided the recipient of the transfer has connections with the Federation.

### **4. MEMBERS RESPONSIBILITIES AND RIGHTS**

- 4.1 Club Responsibilities  
Each Club is responsible for:
  - a) forwarding to the Federation, within 60 days following receipt of the Membership Certificate, and annually on payment of membership renewal fees, current details of:
    - the Club’s address and postal code;
    - telephone and fax number/s, e-mail addresses;
    - the Club’s officers;
    - noteworthy changes in the Club’s particulars to the Federation and the Regional Association.

- b) compliance with the Statutes and Bylaws of the IVV and the Bylaws and Rules and Regulations of the Federation.
- c) ensuring the Club's internal constitution and bylaws are consistent with the Federation Bylaws and Rules and Regulations.
- d) sponsoring at least one sanctioned Volkssport event (i.e. Event/Permanent Trail) per calendar year.
- e) reporting to the Federation or to their respective existent Regional Association the required statistics of participation, i.e. statistics for ordinary events, within fourteen (14) calendar days of the event; for PTs, no later than January 31<sup>st</sup> of the following year, and for Seasonal events, within thirty (30) calendar days of the end of the seasonal period.
- f) memberships in and cooperation with the respective existent Regional Association in the region where the Club is located.
- g) designation of the Club Delegate or Proxy to vote and represent the Club's interests at Federation general meetings and meetings of the existent Regional Association.
- h) advising Club members and other Volkssporters on details of IVV and Federation programs and other volkssport activities.
- i) maintaining Federation membership and affiliation with an existent Regional Association, in good standing by prompt payment of annual fees.

#### 4.2 Club Rights

Each Club has the right to cast votes at general meetings to:

- a) elect eligible candidates to serve as President, Vice-President and their respective Regional Director on the Board;
- b) provide direction to the Board on issues significant to Clubs and their Volkssport members.

#### 4.3 Affiliate Responsibilities

Each Affiliate is responsible for:

- a) maintaining Federation membership in good standing by payment of Annual Membership fees on or before January 1<sup>st</sup> each year;

- b) advising the Federation of change of officers' name(s), address and postal code, e-mail address, telephone and fax numbers;
- c) upholding the principles and concepts of the IVV, and compliance with the Federation Bylaws and Rules and Regulations, especially in the conduct of Affiliate-sponsored Volkssport events;
- d) reporting to the Federation the required statistics of participation in sponsored events within fourteen (14) days of each event;
- e) referring troublesome issues directly to the Board for resolution, if necessary, at a general meeting.

#### 4.4 Affiliate Rights

Affiliate Membership has the right to:

- a) sponsor Volkssport events as sanctioned by the Federation;
- b) advertise Affiliate-sponsored events for a fee in printed or electronic magazines, newsletters and brochures, etc, published by the Federation and its members.

#### 4.5 Volkssporters' Responsibilities

Volkssporters (as Individual members of the Federation) are responsible for:

- a) upholding the IVV concept and principles and compliance with the Federation Bylaws and Rules and Regulations, as applicable;
- b) encouraging non-member participants in Volkssports to join and actively support a Volkssport Club;
- c) active participation in planning and organizing Club events and social activities;
- d) assisting in the maintenance of high standards in the conduct of a Club's sponsored events.

#### 4.6 Volkssporters' Rights

Volkssporters have the right to:

- a) hold membership in and actively support more than one Club;

- b) attend any general meeting of the Federation and existent Regional Association;
- c) express their individual views and preferences at general meetings of the Federation and existent Regional Associations;
- d) wear and display the Federation insignia in the form of pins, patches and decals.

#### 4.7 Regional Association Responsibilities

Each Regional Association will function within its respective region as an official extension agency of the Federation and will be responsible for:

- a) maintaining Federation membership in good standing by payment of Annual Membership fees on or before January 1<sup>st</sup> each year;
- b) upholding the principles and concepts of the IVV and compliance with the Federation Bylaws and Rules and Regulations, especially in the conduct of Volkssport events;
- c) providing advisory support on details of IVV and Federation programs and other Volkssport activities, plus administrative and operational support to Clubs and Affiliates;
- d) sanctioning Volkssport events sponsored by Clubs, if granted authority by the Federation;
- e) reporting to the Federation the required statistics of participation, i.e. statistics for ordinary events, within forty-five (45) calendar days of the event, for PTs, no later than February 15<sup>th</sup> of the following year, and for Seasonal events, within forty-five (45) days of the end of the seasonal period.
- f) publicizing, developing, coordinating and promoting Federation activities in their areas.

#### 4.8 Regional Association Rights

- a) Regional Association shall have the right to vote at any meeting.
- b) Regional Associations shall receive a percentage of the sanction fee for events sanctioned by the Association. The rate will be set by the Board from time to time.

- c) Regional Associations shall have the right to sponsor Volkssport events as sanctioned by the Federation.

## **5. ADMINISTRATIVE MANAGEMENT**

### **5.1 Board of Directors**

Management of the Federation is under the direction of the Board of Directors, subject to all legislation and bylaws affecting the Federation, the IVV Statutes and Bylaws, and the Federation Bylaws and Rules and Regulations.

### **5.2 Eligibility for Election**

#### **a) President and Vice-President**

To become eligible for election to the offices of President or Vice-President, candidates must be:

- at least 18 years of age and a member in good standing of a Member Club in good standing;
- nominated in writing by at least two (2) Regular Member Clubs in good standing;
- currently, or have been, a President of a Member Club for at least two (2) years, a Regional Association President or a Federation Director.

#### **b) Directors**

To become eligible for election to a vacant director position, (i.e. other than for President or Vice-President), candidates must be:

- at least 18 years of age and a member in good standing of a Member Club in good standing, located within the respective Region which the directorship will represent on the Board;
- nominated in writing for election to the Board by at least one (1) Member Club in good standing, situated within a respective Region;
- currently, or have been, an incumbent of an Officer's position in a Regular Member Club for at least one (1) year.

### **5.3 Accountability**

The Board is accountable to the Membership at large for:

- a) Management of the overall business and operational affairs of the Federation according to applicable legislation, IVV Statutes and Bylaws and the Federation Bylaws and Rules and Regulations.

- b) Routine Administration  
The Board will assign day-to-day routine administrative, financial, and operational duties to the members of a subordinate standing Executive Committee for implementation of plans, programs, policies and procedures.
- c) Development Resources  
The Board by resolution will ensure that appropriate steps are taken to enable the Federation to acquire grants, gifts, and donations of any kind for dedication to the advancement of volkssports in Canada.
- d) Policy Development and Implementation  
The Board will formulate and distribute statements of official Federation policy and procedural guidelines to uniformly address recurring issues such as those raised by resolutions of Member Clubs at general meetings, and as reported by Regional Associations.
- e) Annual Budget  
At each AGM the Board will present an Annual Budget for the following Fiscal Year for the approval of Members.

## **6. BOARD MEETINGS**

- 6.1 Voting
  - a) Each Director, including the President and Vice-President, has an equal vote on all questions raised at Board meetings.
  - b) Each question will be decided by a majority of the votes cast.
  - c) A "Tie Vote" will defeat a motion or resolution.
  - d) Voting by Proxy is not allowed.

## **7. EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee of the Federation shall consist of the Historian, Awards Coordinator, Editor of Volkssport Canada, and any others as the Board may determine.
- 7.2 The Executive Committee shall be appointed by resolution of the Board of Directors at the first meeting of the Board of Directors following an Annual General Meeting of members.



- 7.3 The appointed Committees shall hold their position for one (1) year from the date of appointment or until their successors are appointed in their place and are subject to removal for just cause.

## **8. DUTIES OF EXECUTIVE COMMITTEE**

- 8.1 The Historian shall:
- a) act as the official archivist of the Federation;
  - b) solicit various materials e.g., written/printed records, photographs, documents, recordings, awards, correspondence, narrative accounts of noteworthy Volkssport activities, etc., to reflect the history of the Federation;
  - c) arrange for displays of items of historical interest, at the direction of the Board of Directors;
  - d) prepare an annual report.
- 8.2 The Awards Coordinator shall:
- a) administer the IVV International Volkssport Awards Program throughout the Federation by:
    - issuing Passbooks to participating Volkssporters;
    - confirming the validity of each Award submission before mailing the respective Award;
    - maintaining up-to-date Records of Achievement for each participating volkssporter;
  - b) advise the Editor of Volkssport Canada of the IVV Awards issued to individual Volkssporters;
  - c) prepare an annual report.
- 8.3 The Editor of Volkssport Canada shall:
- a) compose, proofread, publish and distribute the quarterly editions to subscribers;
  - b) invite/solicit articles from individuals and clubs;
  - c) invite/solicit advertising at competitive rates, as approved by the Executive, from business enterprises, public organizations and members of the Federation, etc;
  - d) collaborate with the Treasurer regarding payment for advertising and subscriptions;
  - e) prepare an annual report.

## **9. EXECUTIVE SUPPORT STAFF**

- 9.1 The Executive Assistant is appointed annually under a formal service contract to:
- a) operate and maintain the daily administrative affairs and services of the Federation Head Office;
  - b) function as a Central Registry for receipt, redirection, and distribution of all items of mail arriving via Canada Post, Fax, e-mail or courier;
  - c) distribute details of all significant changes of names, addresses and phone/Fax numbers to all members of the Board, the Executive Committees and the IVV;
  - d) distribute copies of the Minutes of general meetings and the annual IVV Record Book Reconciliation Report to the President of the IVV;
  - e) maintain the Federation filing and computerized data bases in a current state to assure ready access to accurate data and information;
  - f) maintain up-to-date records of all IVV Honours presented to Canadian Volkssporters, including the President's Letter of Appreciation, the Bronze, Silver and Gold Merit Pins, the IVV Honour Pin, and Nomination for IVV Honorary President.;
  - g) maintain up-to-date records of all National Award Pins and Certificates issued by the Federation, including the President's letter of Appreciation;
  - h) perform other functions as requested by the President;
  - i) prepare an annual Head Office Activity Report for submission to the President.

## **10. ELECTIONS**

- 10.1 The Chair will designate a number of scrutineers to distribute Election Ballots to each delegate and proxy. After a vote the scrutineers will collect and count the ballots properly recorded. They will then report to the Chair (1) the total votes cast and (2) the total(s) of votes cast for each candidate.
- 10.2 When more than one candidate is nominated for election to a single vacancy, scrutineers will report to the Chair the number of votes cast "For" each candidate, in the order shown on the Ballot.
- 10.3 The candidate receiving a majority of votes overall (i.e. more than 50%) will be declared "elected".
- 10.4 When there is no clear majority, the candidate receiving the least votes is deleted from the Ballot. The voting will continue in this

process until a clear majority for one candidate is obtained, and that candidate is declared “elected”.

- 10.5 The Chair will announce the results of the Ballot for each vacancy by declaring:
- a) the total number of votes cast;
  - b) the total number of votes “For” each candidate;
  - c) the name of each candidate receiving the majority of votes, declaring each of them “elected”.

## **11. REVISIONS**

- 11.1 Revisions or amendments to these Rules and Regulations may be enacted on approval of a majority of voting delegates at any annual or special meeting of the Federation.
- 11.2 Proposed changes to the Rules and Regulations will be submitted to the President at least ninety (90) days prior to any meeting.
- 11.3 In accordance with the Bylaws and the applicable legislation governing the Federation, the Rules and Regulations must be approved each year by the membership, notwithstanding that there may be no amendments or changes.