

CONSTITUTION AND BY-LAWS
OF THE
WAYNE-WESTLAND FIGURE SKATING CLUB

Member Club of

The United States Figure Skating Association

Adopted Month: April Day: 22 Year: 1992

Revised Month: January Day: 08 Year: 2002

Revised Month: November Day: 25 Year: 2007

Revised Month: March Day: 08 Year: 2012

Revised Month: March Day: 17 Year: 2018

Revised Month: April Day: 20 Year: 2018

Revised Month: August Day: 11 Year: 2021

ARTICLE I
NAME AND CORPORATION

Section 1. NAME: The Organization shall be known as the WAYNE-WESTLAND FIGURE SKATING CLUB.

Section 2. INCORPORATION: The Club was incorporated under the laws of the State of Michigan, Month: January Day: 19 Year: 1982. The Wayne Figure Skating Booster Club and the Westland Figure Skating Club combined on Month: April Day: 20 Year: 2018.

Section 3. OFFICERS OF INCORPORATION: The four officers of the Club shall be the four officers of Incorporation.

Section 4. CORPORATE SEAL: The Corporate Seal shall include: Light Blue Figure Skate. Profile and printed Wayne Westland Figure Skating Club, in the script. Location: This Club shall have its headquarters in the Mike Modano Ice Arena at 6210 North Wildwood, Westland, Michigan 48185.

ARTICLE II
PURPOSE

Section 1. Purpose: The purposes of the Club are: To encourage the instruction, practice, maintain supportive health activities, and advancement of the members in compulsory figures, free skating, pair skating, dancing, and all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, to produce, or cooperate in the production of amateur ice shows and competitions, and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objects and purposes of this organization; and to carry out the general policies of the United States Figure Skating.

ARTICLE III
OFFICERS

Section 1. Officers: The officers shall be President, Vice-President, Secretary, and Treasurer. These officers have the same privileges as the Board of Governors.

Section 2. TERM OF OFFICE: Officers shall be elected each year and hold office for one year, beginning June 1st or until their successors are elected.

Section 3. OFFICERS NOMINATIONS AND ELECTION: The candidates for Officers shall be nominated and elected during the first board meeting after the election of the board of governors.

Section 4. METHOD OF VOTING: Vote shall be by ballot, email, and the one receiving the greatest number shall be elected.

Section 5. ELIGIBILITY REQUIREMENTS: Any candidate for the Board of Governors must have been a VOTING member in good standing at the previous election. Professionals or individuals having direct financial dealing with the Club, are excluded from holding office, Except for Professionals (Coaches) can receive payment for services provided during the Ice Show.

ARTICLE IV
DUTIES OF OFFICERS

Section 1. DUTIES OF PRESIDENT: It shall be the duty of the President to take charge of the Club: to preside at all general membership and Board of Governor meetings. They shall have the full supervision and management of the Club and its property, pending the actions of the Board of Governors: the power to suspend any member for violating the By-laws or Regulation of the Club, pending the approval of the Board: to call special meetings and Club meetings. The President together with the Secretary shall sign all agreements and contracts made by the Club, upon the approval of the Board of Governors.

Section 2. DUTIES OF THE VICE-PRESIDENT: It shall be the duty of the Vice- President to assist the President in the discharge of their duties and in their absence to assume their duties and officiate in their stead.

Section 3. DUTIES OF THE TREASURER: The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report monthly, and when requested by the President or a member of the Board of Governors. Disbursements shall be made only upon vouchers approved by the Board of Governors. The Board of Governors shall have the power whenever they deem it necessary to appoint an acting treasurer. All funds shall be deposited in the name of the Club in a bank approved by the Board of Governors or in securities approved by the Board of Governors. All disbursements by check shall be signed by the Treasurer or President or another designated officer or member of the Board of Governors, who are currently named to the Club's bank account. The Club's debit card may be used for US FIGURE SKATING transactions or Club-sponsored events by appropriate chairs or officers. Disbursements for \$500.00 or greater must have a secondary signature by the President or another designated officer or member of the Board of Governors. Moneys shall be set aside, not to exceed \$200.00, as a discretionary fund for the daily operational expenses of the Club.

Section 4. DUTIES OF SECRETARY: It shall be the duty of the Secretary to keep the Minutes of the Meeting of the Club and the Board of Governors and to supervise all reports and documents connected with the business of the Club; to supervise the keeping of a roll of membership together with dates of their election and a record of all members elected, deceased, suspended, or expelled. The Secretary shall supervise the correspondence of the Club, including sending cards, flowers, etc. when necessary to Club members. The Secretary will also prepare and issue notices of all meetings of the Club and Board of Governors.

ARTICLE V BOARD OF GOVERNORS

Section 1. NUMBER OF MEMBERS: There shall be a Board of Governors composed of nine (9) regular members of the Club.

Section 2. TERM OF OFFICE: Three (3) members shall be elected each year at the Spring Ice Show. They shall serve for three (3) years.

Section 3. BOARD NOMINATIONS AND ELECTION: The candidates for the Board shall be nominated by a Nominating Committee elected by the Board of Governors as well as by nomination at the regular February membership meeting. Nominees may post information about themselves and their qualifications on the Club Bulletin Board at least one month prior to the Spring Ice Show. The Nominating Committee shall be appointed at the December Board of Governors meeting

Section 4. METHOD OF VOTING: Vote shall be by ballot or email, or text, and the one receiving the greatest number of votes shall be elected.

Section 5. ELIGIBILITY REQUIREMENTS: Any candidate for the Board of Governors must have been a VOTING member in good standing at the previous election. Professionals or individuals having direct financial dealing with the Club, are excluded from holding office, Except for Professionals (Coaches) can receive payment for services provided during the Ice Show.

ARTICLE VI
POWERS AND DUTIES OF THE BOARD OF GOVERNORS

Section 1. MEETINGS: The Board of Governors shall meet at least once every month, during the skating season. The date of such meetings shall be stated by the President, or in their absence, by the Vice-President. Any four (4) members of the board may call a board meeting upon written notice to all the members of the Board of Governors, at least three (3) days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the four (4) members requesting the meeting. For matters that arise between regularly scheduled Board meetings, an email, telephone, video conference, or text vote may be substituted as long as it is based on a quorum of five (5) votes.

Section 2. QUORUM: Five (5) members shall constitute a quorum, either in person or by phone, or by video conference. Board of Governors member attendance absence is limited to one-third of the meetings per year. If exceeded, that member shall be under board review for further service.

Section 3. AUTHORITY: They shall have entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them.

Section 4. RULES: They shall make such rules as they deem proper respecting the use of the Club's property: prescribe rules for the admission of strangers: rules for allocation of Club ice: fix penalties for offenses against the rules, and make rules for their own government and for the government of the committees appointed by them.

Section 5. APPROPRIATIONS: All appropriations from the funds of the Club shall be made by the Board of Governors.

Section 6. AUDITS: They shall audit records of the Secretary, Treasurer, and the Committees.

Section 7. INDEBTEDNESS: They shall have the power to limit the indebtedness of a member of the Club.

Section 8. SUSPEND OR EXPEL: They shall have the power to suspend or expel any member for violations of the Constitution and By-Laws or for conduct which they shall deem improper, but no member shall be expelled or suspended for longer than thirty (30) days without a hearing.

Section 9. READMIT TO MEMBERSHIP: They may, at a regular meeting, readmit to membership, without the payment of a second initiation fee, any former member whose resignation has been fully accepted. Such readmission must be by ballot, and two negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six months after rejection.

Section 10. DROP AND REINSTATE TO MEMBERSHIP: They may as hereinafter provided, drop from the roll any delinquent member and also may reinstate such members as hereinafter provided.

Section 11. STANDING COMMITTEE: They shall appoint all standing committees with full authority over them except as hereinafter provided and shall appoint such other committees as shall deem necessary.

Section 12. US FIGURE SKATING DELEGATE: They shall elect a delegate or delegates to the United States Figure Skating. The Club Secretary shall inform the US FIGURE SKATING Secretary, in writing, of the name and address of the Delegate elected. Such Delegate shall be the representative between the Club and the US FIGURE SKATING and shall attend the US FIGURE SKATING meetings, either in person or by proxy. The Board may, as it sees fit, pay the traveling expenses of the Delegate to the US FIGURE SKATING meetings.

Section 13. CLERICAL ASSISTANCE: They shall have authority to make, in their discretion, appropriations for clerical assistance to the Secretary.

Section 14. EXPENDITURES AND REVENUE: They shall prepare and submit to the stated Fall meeting, a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet the same.

Section 15. BOARD MEMBER LIMITATION:

Board of Governors member makeup shall be limited to 2 officers as coaches with not more than half the board total. Any candidate for the Board of Governors must have been a VOTING member in good standing at the previous election. Professionals or individuals having direct financial dealing with the Club, are excluded from holding office, Except for Professionals (Coaches) can receive payment for services provided during the Ice Show.

The office of the Board member shall be ipso facto vacated.

1. If they become bankrupt or suspend payments or compounds with their creditors or makes an authorized assignment or is declared insolvent.
2. If they are found to be a lunatic or becomes of unsound mind.

3. If they are convicted of a criminal offense.
4. If by notice in writing to the Club he resigns from office.
5. If They are no longer a member of the Club.

ARTICLE VII STANDING COMMITTEES

Section 1. NAMES: The Standing Committees shall be:

- Membership Committee,
- Music and Dance Committee,
- Rules and Ice Committee,
- Food and Entertainment Committee,
- Test Committee,
- Competition Committee,
- Fund Raising Committee,
- Publicity Advisory Committee,
- Synchronized Skating Committee,
- Skaters' Advisory Committee,
- Volunteer Committee,
- Ice Show Committee,
- Safe Sport Committee,
- Such other committees as the Board of Governors may deem necessary.

They shall be appointed annually by the Board of Governors at their regular meeting after the annual election.

Section 2. MEMBERSHIP COMMITTEE: The Membership Committee shall consist of three (3) or more members. Greet new members, furnish adequate descriptions of member categories and associated ice programs to the prospective members, and keep current membership lists with the

Secretary and Treasurer. Prepare and distribute membership application forms, collect membership fees and distribute copies of the bylaws to new members.

Section 3. MUSIC AND DANCE COMMITTEE: This Committee shall consist of three (3) or more members. They shall select and make arrangements for the playing of all music at the Club sessions, entertainment, ice shows, etc. The Committee shall consist of three (3) or more members who shall have complete charge of all dance periods scheduled during Club sessions. They will arrange for time with the Rules and Ice Committee. They shall make up a complete program of dances to fit in the time allotted for dancing by the Rules and Ice Committee. They will also provide and play music during competitions.

Section 4. RULES AND ICE COMMITTEE: The Rules and Ice Committee shall consist of three (3) or more members. They shall make rules and arrangements for the conduct of the Club members during the regular skating sessions and divide the ice time into sections corresponding to the requirements of the Club. Those rules and regulations shall be approved by the Board of Governors and then posted on the Club Bulletin Board.

Section 5. FOOD AND ENTERTAINMENT COMMITTEE: The Food and Entertainment Committee shall consist of three (3) or more members. They shall provide and take charge of social entertainment given by the Club. They shall: Be responsible to provide food for Judges on Test Days. They are also responsible for providing refreshments for other Club functions at the Boards discretion.

They shall submit a financial report to the Board of Governors at their next regularly scheduled meeting after each function.

Section 6. TEST COMMITTEE: The Test Committee shall consist of three (3) or more members.

They shall schedule and conduct US FIGURE SKATING tests, obtaining approved US FIGURE SKATING judges, determine skaters eligibility, collect applications and fees, establish test rules and guidelines for test sessions and supervise all test sessions.

Prepare all required papers, report to various US FIGURE SKATING officials as required, keep appropriate records of members test, order, and distribute awards.

Submit a financial report to the Board of Governors after each test session at the next regularly scheduled Board meetings.

Encourage Club members to train as judges, keep appropriate records of their activities, and assist the President in submitting requests for appointments.

Section 7. COMPETITION COMMITTEE: The Competition Committee shall consist of at least three (3) or more members. They shall have complete charge of all Club and inter-club competitions. The decisions shall rest with this Committee as to persons eligible to enter any such competitions.

Section 8. FUNDRAISING COMMITTEE: The Fund Raising Committee shall consist of three (3) or more members. The Chairman of this Committee **MUST** be a member of the Board of Governors. This Committee will be responsible for any fundraising ventures. All money-making projects must be approved by the Board of Governors before initiating the project. Funds raised must be reported to the Treasurer.

Section 9. PUBLICITY ADVISORY COMMITTEE: The Publicity Advisory committee shall consist of at least three (3) members. They shall be responsible for releasing information on any activities relating to the Club. This includes notifying local papers as well as notifying the official skating magazines about the Club's activities.

Section 10. SYNCHRONIZED SKATING COMMITTEE: The synchronized skating committee shall consist of at least five (5) members. They shall have responsibility for organizing the synchronized skating teams and their activities, including but not limited to the following:

- Selecting coaches
- Setting rules
- Arranging ice time
- Working with fundraising committee for team fundraising

Section 11. SKATERS' ADVISORY COMMITTEE: The Skaters' Advisory Committee shall consist of at least three (3) members and one (1) Board member as a liaison. The members of this Committee shall be active skaters of age twelve (12) or greater. They will provide the opinion of skaters to the Board of Governors at each meeting. There will be two (2) new members each quarter. The first Committee shall be formed via solicitation of volunteers.

Section 12. VOLUNTEER COMMITTEE: The Volunteer committee shall consist of at least three (3) members. They shall have the responsibility of arranging volunteers to work events and activities of the Club. They will work with other committees as needed to staff events or gather donations. They will secure lists of club members from the Secretary and Membership Chairman.

Section 13. ICE SHOW COMMITTEE: The Ice Show committee shall consist of at least six (6) members who will act as chairmen of such sub-committees as the Ice Show Chairman may designate. The members of the sub-committee should be appointed by the Ice Show committee chairman but approved by the Board of Governors.

Section 14. SAFE SPORT COMPLIANCE COMMITTEE: The SafeSport Compliance Committee shall consist of at least three (3) members. The Chairman of this Committee **MUST** be a member of the Board of Governors. This Committee will be responsible for the implementation and coordination of the US FIGURE SKATING SafeSport Program within the club. The Chairman will serve as the liaison for the US FIGURE SKATING SafeSport Program and work within the club to facilitate the implementation of all aspects of the SafeSport Program.

Section 15. BOARD MEETINGS: The Chairmen of the Standing committees are required by the President to attend regular meetings of the Board of Governors. They may enter into and take part in all discussions but may not vote.

Section 16. CHAIRMAN’S PLANNING GUIDE: Every Chairman of every Committee must submit a Chairman’s Planning Guide both before as well as after an event has taken place. It should include the following: the purpose of the project, the goals, and objectives of the project. A written follow-up of the project should include a financial statement if applicable, recommendations for future projects relating to this project, and steps taken (in chronological order) that were needed to complete the project.

ARTICLE VIII MEMBERSHIP

Section 1. GEOGRAPHICAL SCOPE: Membership shall not be restricted to any designated vicinity.

Section 2. CLASSES FOR MEMBERSHIP:

FIRST SKATER MEMBERS: First Skater Members are First Club Members and shall enjoy all privileges of the Club. In addition to the privileges authorized in the US FIGURE SKATING Constitution, the member shall have the right to vote if eighteen years of age or older and receive skating magazine.

ADDITIONAL SKATER MEMBERS: Additional Skater Members must reside at the same address as a First Skater Member. They shall enjoy all privileges of the Club, including voting and holding office if they are eighteen years of age or older.

ASSOCIATE MEMBERS: Associate Members shall be eighteen years of age or over and First Skater members and shall enjoy all privileges of the Club except ice skating. In addition to the privileges authorized in the US FIGURE SKATING Constitution, the member shall have the right to vote and hold office.

SECOND CLUB MEMBERS: Second Club Members shall be able to participate in all WWFSC activities that are available under the rules of said activities. Second, club members cannot vote or hold office.

COLLEGIATE MEMBERS: Collegiate Members must be enrolled in college full-time beginning the Fall of the membership year. Membership will continue for (4) years. Collegiate members shall enjoy all privileges of First Skater Members.

LEARN TO SKATE MEMBERS: Learn to Skate Members shall be under eighteen years of age. This is a skater-only membership, and they may compete in any Learn to Skate competitions/events. Learn to Skate Members enjoy all the privileges of the Club except testing.

ICE SHOW MEMBERS: Ice Show members are limited to participating in events related to the annual Ice Revue (Ice Show). This is a non-voting membership.

PROFESSIONAL MEMBERS: Professional members have the same rights and privileges as First Skater Members, except as restricted by the US FIGURE SKATING Constitution.

SPECIAL MEMBERS: All membership needs not covered by the above shall be brought to the Board of Governors on a case by case basis.

Section 3. APPLICATION FOR MEMBERSHIP: Applications for membership must be subscribed by the candidate, must state their name and address, and include an agreement to comply with the Constitution and By-laws. All applications should be sent to the Membership Committee.

Section 4. ARREARS FOR DUES: Any member in arrears for dues or any other indebtedness shall be notified by mail by the Secretary at their last known address. Their name with the amount due and any additional indebtedness shall be posted on the Club bulletin board as delinquent. If the amount posted is not paid in full within one month thereafter, the name of the delinquent shall be reported by the Secretary to the Board of Governors at their next meeting. The Board of Governors may drop from the roll any name of such delinquent member. A member dropped from the roll for non-payment of dues or other indebtedness may upon payment of same, at the discretion of the Board of Governors, be reinstated to full membership.

Section 5. ARREARS FOR DUES RESTRICTIONS: No member in arrears of dues, or other indebtedness shall be eligible to hold office or be entitled to vote, or enter in any Club tests or competition.

Section 6. RESIGNATION: Any member not in arrears for dues or other indebtedness, may tender a written resignation of their membership to the Secretary, who shall report the same to the Board of Governors, at their next meeting for their action.

Section 7. HONORARY MEMBERS: Honorary members may be elected at any meeting of the Club after recommendations by the Board of Governors, but with three negative votes, they shall be rejected.

An Honorary Member shall be free from initiation fees, dues, and/or assessments. They may represent the Club in exhibitions and attend ice skating sessions under the same rules governing active members. They shall not be nominated or elected to office or a member of the Board. They may be appointed to fill a vacancy on the Board, where only they shall have a vote. Honorary members have no vote unless otherwise provided. They shall have no claim on the assets or property of the Club. They shall not represent the Club in competitions.

Section 8. RESPONSIBILITIES FOR GUESTS: Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's property at their request.

Section 9. BOARD APPROVAL FOR COMPETITION AND EXHIBITION: No member or members of the Club shall make an entry in the name of the Club in competition or exhibition except with the approval of the Board of Governors, or someone gave this authority by them.

ARTICLE IX CLUB MEETINGS

Section 1. TIME: There shall be three (3) annual Stated Club Membership meetings each year. A Stated Meeting shall be held within one month after the skating season opens in the Fall, a meeting held within the month of February, and within one month after the skating season closes in the Spring.

Section 2. SPECIAL MEETINGS: The Secretary shall call special meetings at the direction of the President, or upon the written request of six (6) Club Members in good standing.

Section 3. QUORUM: Twenty percent (20%) of voting members in good standing shall constitute a quorum for the transaction of business.

Section 4. NOTICES: Notices of Stated and Special Meetings shall be mailed or emailed by the Secretary to every member at least ten (10) days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

Section 5. SPECIAL MEETING LIMITATION: No business shall be transacted at a special meeting except that of which notice was given.

ARTICLE X DISCIPLINE

Section 1. METHOD OF PROCEDURE: Any member or members having a complaint against another member for the infraction of any law or rule, other than skating rules, as for conduct injurious to the welfare of the Club, may report the same in writing to the Board of Governors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such a complaint, a meeting of the Board of Governors shall be held as soon as practicable to investigate the same. The complainant or complainants, and the member complained of, shall receive at least seven (7) days notice of such meeting and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, and they shall mail copies thereof to the complainant or complainants and to the

member complained of. An appeal from the decision of the Board of Governors may be taken to the Club within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall thereupon be called for the consideration of the case, and a two-thirds vote shall be necessary to reverse the decision of the Board of Governors.

ARTICLE XI FEE, DUES, AND ASSESSMENTS

Section 1. FEES, DUES, AND ASSESSMENTS: Shall be set at the discretion of the Board of Governors.

Section 2. SUBSCRIPTION TO SKATING MAGAZINE: One (1) subscription per family living at the same address is included in the registration fees and increases general interest in the sport if read by all members.

Section 3. GUESTS: A visiting skater from an out-of-town member club of US FIGURE SKATING may skate on Club ice, providing a designated fee is paid. Guest skaters may be denied access to any skating session if said session appears hazardous and/or overcrowded.

ARTICLE XII BY-LAWS

AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended by a two-thirds vote of the Board of Governors at any regularly constituted meeting thereof.

ARTICLE I ORDER OF BUSINESS

Section 1. SEQUENCE: At *Stated* and *Special* Meetings, the following order of business shall be observed:

1. Roll Call
2. Reading of the Minutes of the previous meetings
3. Reports of Officers

4. Reports of Committees
5. Election of Officers
6. Unfinished Business
7. New business
8. Adjournment

ARTICLE II RULES OF ORDER

Section 1. ORDER OF MOTIONS: When a question is before the meeting, no motion shall be entertained except:

1. To adjourn
2. To lay on the table
3. The previous question
4. To postpone
5. To commit
6. To amend

Which several motions shall have precedence in the order above given, and the first three shall be decided without debate.

Section 2. YEAS AND NAYS: If any two members shall request, the Yeas and Nays shall be called upon any question, whereupon each member present shall vote as their name is called, without debate, unless excused from voting by the meetings, and the vote so taken shall be recorded in the Minutes.

Section 3. TO RECONSIDER: A motion to reconsider must be made by a member who voted with the majority, and at the same or succeeding meeting.

Section 4. MAJORITY VOTE: Except as otherwise provided, all questions shall be determined by a majority vote.

The Chairman may vote only in case of a tie, except when the yeas and nays are ordered, in which case the Chairman shall vote when their name is called. If the result is then a tie, the motion shall be declared lost.

Section 5. ROBERT'S RULES OF ORDER: All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert's Rules of Order.

CHAIRMAN'S PLANNING GUIDE

Classification: Ways and Means, Personal Development, Social Development

Other: _____

Proposed Project

1. What is the purpose of this project?

2. What and or who will benefit from this project?

3. Please list the steps chronologically to be taken to complete the project.

4. Please list your objectives or goals. Please include the following items in addition to your specific goals: involvement of the membership, monetary gains (if any), personal gain to individuals.

5. Please attach a proposed, detailed budget and request for the allocation.

CHAIRMAN'S PLANNING GUIDE FOLLOW UP

6. Was your project successful, and please state why or why not?

7. Please list the actual steps that were taken to complete the project chronologically.

8. Did you obtain your goals? Please list the results.

9. List a financial statement if applicable.

10. Give recommendations to improve the project for the future.