

SOUTH DUMFRIES
FIGURE SKATING CLUB

CONSTITUTION

INCORPORATED 1969

Amended September 2020

CONSTITUTION OF THE SOUTH DUMFRIES FIGURE SKATING CLUB

ARTICLE 1 NAME

The Club shall be known as the South Dumfries Figure Skating Club.

ARTICLE 2 AFFILIATION

The Club shall be a member of Skate Canada.

The Club shall be located in and be a member of Skate Ontario.

The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.

ARTICLE 3 PURPOSE

a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the rules, policies and procedures of Skate Canada.

b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada.

c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.

ARTICLE 4 BY-LAWS

a) The By—Laws, appended to this Constitution, shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Club Executive and control the property and activities of the Club.

b) The Club shall abide by all rules and regulations set out by Skate Canada and Skate Ontario. All members shall uphold, observe, and conform to the rules of Skate Canada and Skate Ontario, the by-laws of the Club, and such regulations as set forth by the Board of Directors of the Club.

ARTICLE 5 MEMBERSHIP

Membership shall be open to all, regardless of race, creed, colour or age, and subject only to the availability of ice and programs offered.

ARTICLE 6 MANAGEMENT

Management of the Club shall be vested in a volunteer Board of Directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada Members. They

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shall be elected at the Annual General Meeting to be held by June 1st of each skating year.

They shall have entire authority in the management of the finances of the Club, and general control over properties of the Club.

The selection of the Board of Directors shall be by election at the Annual General Meeting.

Directors will hold office for two years, and when possible, one half of the Board of Directors will be elected each year commencing with the Directors elected at the 1994 Annual General Meeting. The number of Directors shall be 8, including one coaching representative, plus the Past President who shall sit on the Board of Directors as an honorary member and shall have a vote.

The coaching staff shall select from among their numbers annually, a representative to attend the Board of Directors' meetings on behalf of the professional staff. This representative shall carry one vote on behalf of the coaching staff of the Club and is considered a board member, but will not be eligible for an executive position.

The Board of Directors shall elect from among their numbers a President, Vice President, Secretary, Treasurer and such Chairpersons of committees as are required by the By-Laws attached.

A quorum of the Board of Directors shall be 50% plus 1 member of the board of Directors, including the President. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum.

BY-LAWS OF THE SOUTH DUMFRIES FIGURE SKATING CLUB

BY-LAW 1 MEMBERSHIP

The classes of membership and privileges shall be as follows:

A. Active Skating Members

All members who pay a yearly fee to the Club and declare the South Dumfries Figure Skating Club as their home club by payment of annual dues to Skate Canada shall be skating members.

Active Skating members who are 18 years of age or older shall have a vote at the Annual or General Meetings.

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B. Associate/Partial Members

Associate/Partial members shall be members of the Club who buy ice from the South Dumfries Figure Skating Club. Membership for associate/partial members shall not be opened until two weeks after Home Club members have had the opportunity to register. Associate/partial members shall pay their full ice fee and a nominal administrative fee as set by the Board of Directors.

Associate/partial members shall not have any voting privileges at the Annual or General Meetings of the Club.

C. Special Members

The children under 18 years of the South Dumfries Figure Skating Club shall be represented by one Parent/Guardian per skating family. Such vote shall be in addition to any other vote carried by any Board member.

Proxies shall not be permitted.

D. Individual Membership

Non skating members who are associate members of Skate Canada, and of the legal age of 18 years, shall be entitled to one vote at each Annual General Meeting of the Club. These members are limited to not more than 3 members at any given time, and must be approved by the board of Directors to join the Club. The intent of this provision is to allow community members to volunteer their expertise to the Club and to participate as Board of Directors to share such expertise.

E. Honorary Members

The Annual Meeting of Members may elect any person as Honorary Member of the Club. An Honorary Member shall be exempt from CLUB DUES (but not Skate Canada dues) and shall not have interests in the assets of the Club.

Honorary Members will not have any voting privileges at the Annual or General Meetings of the Club.

BY-LAW 2

All members of the club shall uphold, observe and conform to the rules of Skate Canada, the By-Laws of the Club and such regulations as set forth from time to time by the Executive of the Club.

BY-LAW 3

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set forth in Skate Canada rulebook.

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BY-LAW 4

The club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club, regardless of the reason or nature of such damage, loss or injury; and further, every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in Skate Canada Club Liability and Member Accident Insurance program.

BY-LAW 5

Casual vacancies occurring in the Board of Directors may be filled by members appointed through a majority vote of the Executive, or in the case of the coaching representative, by the coaching staff.

BY-LAW 6

If a Board of Director or Executive member is absent for more than 3 consecutive scheduled Board meetings, without good cause and without prior notification to the President or Secretary, then that office may be declared vacant by a majority of the Board.

BY-LAW 7

The President shall act as a Chairperson of all Board Meetings. In his/her absence, this duty will be filled by the Vice President.

BY-LAW 8

The President shall be an ex-officio member of all committees.

BY-LAW 9

The delegate to Skate Canada or alternate shall be appointed annually by the Board of Directors. The delegate need not be a member of the Board. The Skate Canada national office shall be advised of the appointed delegate's name.

BY-LAW 10

A majority of the Board of Directors shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

BY-LAW 11

Notice of the Annual General Meeting or Special Meeting shall be given at least 10 days

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in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By—Laws, and a complete list of the candidates nominated for elections.

BY-LAW 12

Any member of the Club, in good standing, may propose an amendment to the Constitution or By-Laws of the Club. This proposal must be submitted in writing to a member of the Board. The proposed amendment will be presented at the Annual General Meeting or Special Meeting. All amendments must be submitted 21 days before the respective meeting. No amendment to the Constitution of By-Laws of the Club shall be accepted from the floor of any meeting.

BY-LAW 13

By-Laws may be enacted or amended by a majority vote of the Board whenever required. Such By-Laws or amendments must be presented at the Annual General Meeting/Special Meeting for ratification; if the proposed amendment fails to be ratified, the current by-law will remain in effective and changes to said By-law may not be reintroduced to the board for a period of 1 year.

BY-LAW 14

Any amendment to be accepted or ratified must pass by a vote of 2/3 of those present, and eligible to vote at an Annual General/Special Meeting of the Club.

BY-LAW 15

All amendments become effective immediately following the Annual General/Special Meeting if they are passed, unless the motion or amendment specifies otherwise.

Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate in principle, or spirit, any Skate Canada rule.

BY-LAW 16

Upon written request of 30% of the membership a special meeting may be called. The business for which the meeting was requested shall be the only business to be discussed. All members shall be notified of the meeting and reasons called.

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BY-LAW 17

The Board of Directors will set rules of conduct at the beginning of each skating season and all members will abide by them. They will be posted on the Club website, and a paper copy may be requested from any board member.

BY-LAW 18

Charges against any member will be received in writing by the Secretary and Skate Canada and Skate Ontario rules for disposition will be followed.

BY-LAW 19

The President shall appoint standing Committee Chairs whom shall look after duties assigned to them. Committees and Committee Chair positions shall be reviewed and adjusted as necessary yearly. All Committee Chairs must submit the names of their committee members to the President for approval, and must present a budget to the Board of Directors for approval.

BY-LAW 20

Rules of Order for all meetings, General and Executive, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of the Association.

BY-LAW 21

All disbursements of Club Funds shall be by cheque or other auditable documents.

BY-LAW 22

List of skaters for test day must be submitted to the Test Chair 1 month prior to test day. Final pulls must be received 2 weeks prior to test day. Schedule for test day will be posted 1 week prior to test day. Test day schedule will be prepared by the Test Chair.

BY-LAW 23

DUTIES OF THE BOARD OF DIRECTORS AND COMMITTEES

President

The President shall act as a Chairperson of all Executive and General meetings. In his/her absence, this duty will be filled by the Vice President.

The President - shall be an ex-officio member of all committees.

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- shall sign be a signing Officer along with the treasurer or other signing Officers on Cheques
- shall sign all legal documents along with the secretary
- shall see that all programs are being correctly administered to the rules of Skate Canada
- shall chair the hiring and negotiations committee and insure that the professional staff have paid Skate Canada memberships and have current qualifications.
- shall book meetings
- shall appoint Committee Chairs

Past President

- The Past President - shall look after the Club constitution and see that the most current edition is posted on the website
- shall act as advisor to the Board of Directors
 - shall be a Signing Officer on Cheques

Vice President

- The Vice President - shall sign all legal documents together with the Secretary in the absence of the President
- shall be a signing officer on Cheques
 - shall sit on the Hiring and Negotiations committee
 - shall act in the place of the President when required by the President
 - shall act as Liaison and represent the membership on the Coaches' Committee and will attend Coaches Meetings

Secretary

- The Secretary - shall receive all correspondence and emails of the Club and deal with the same together with the President or Board
- shall distribute the mail to the specific directors immediately
 - shall book meetings at the request of the President
 - shall record all minutes of the Board meetings and Annual General/Special Meetings and distribute the same to the Board members within 14 days of each meeting
 - shall see that the highlights of the meeting are posted on the Club bulletin board immediately following each Board meeting
 - shall send out notices of Annual and General meetings

Treasurer

- The Treasurer - shall sign all cheques together with the President or other Signing Officers

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- shall prepare a detailed budget along with the Board of Directors, containing all sub-committee budgets made by Committee Chairs
- shall establish and/or maintain accounts for the Club in a banking institution as approved the Club
- shall keep a complete set of records of the finances of the club
- shall ensure that all bills are paid promptly and correctly
- shall keep a list of any membership arrears as provided by the Membership Chairperson and shall invoice such members
- shall invoice any outstanding fees due to the Club
- shall produce a monthly statement of the finances of the club
- shall prepare yearly financial statements and ensure the books of the Club are reviewed
- shall file a Not for Profit income tax return annually
- shall issue tax receipts as required

BY-LAW 24

An annual meeting shall be held by June 1st of each skating year. Other general meeting may be held from time to time upon the request of the Board of Directors or upon written request of thirty (30) percent of the Club Members. A quorum for an Annual General Meeting shall be five (5) percent of the the eligible-voting members. Skate Canada requires that each club hold an Annual General meeting.

Nominating

The Past President shall be the chairperson.

The Committee - shall consist of one other member of the Board of Directors, who is not running for re-election in that year, and two members from the general membership

- shall actively seek nominees from the current board and the general membership to fill the slate of officers and directors
- shall present such slate to the Executive not later than 21 days before an Annual meeting. Other nominations may be made by any members in good standing by a written submission to the Nominating committee at least 3 weeks prior to the commencement of elections.

NOMINATIONS FROM THE FLOOR OF THE ANNUAL MEETING WILL NOT BE ACCEPTED.

BY-LAW 25

Voting

Voting on Club elections shall be done by secret ballot and a simple majority shall elect a candidate. Voting on all other matters will be by a show of hands. Upon a show of hands, every member present having voting rights (see membership section) shall have one vote. A declaration by the President that a

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motion has carried or has been defeated, and an entry to that effect in the minutes of the Club, shall be admissible without proof of the number or proportion of the votes accorded in favour for or against such a motion. It is understood that there will be no voting if a position on the board is obtained by acclamation. In all cases of tie votes, whether it is by show of hands or a secret ballot, the tie shall be broken by the President, casting a second vote besides his/her own vote.

Voting on Club elections or any other matters pertaining to figure skating shall be restricted to Active Club members (as per By-law 1, Section A) who are registered as associate members of Skate Canada and of legal age: and to Special Members of the Club (By-law 1, Section C) voting on behalf of their children who are restricted to one vote per family regardless of the number of children in the family. Individual Members (as per By-law 1, Section D) are entitled to one vote. Board Members are entitled to one vote in addition to their family vote in (By-law 1, Section C).

ORDER OF BUSINESS

The order of business at the Annual General Meeting or Special Meetings shall be as follows:

- Minutes of the preceding General Annual/Special meeting
- Confirmation of actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports (if applicable)
- Election of Board of Director members
- Amendments to the Constitution and By-Laws
- Appointment of Accountant to prepare Annual Financial Statements (as applicable)

Adopted by _____
club name

on the _____ of _____, 20_____.
day month year

Signed: _____
President date

Signed: _____
Secretary date