

BY –LAWS OF ARROWEAD FIGURE SKATING CLUB, A CORPORATION  
(Affiliate of United States Figure Skating Association)

ARTICLE I

NAME AND PURPOSE

Section 1. NAME. This organization shall be named the Arrowhead Figure Skating Club. The principal skating location shall be the Ontario Ice Skating Center, 1225 West Holt Boulevard, Ontario, California. Principal mailing address shall be maintained at the United States Postal Service Office, Ontario, CA 91762.

Section 2. PURPOSE. The purpose of this organization shall be to encourage full participation in the sport of figure skating by all persons, to improve and to advance amateur figure skating on ice in all its forms.

ARTICLE II

MEMBERSHIP AND DUES

Section 1. CLASSES OF MEMBERSHIP. Various classes of membership, together with the dues and privileges attached thereto, shall be established by the Board of Directors. Voting rights shall be vested in all amateur members sixteen years of age or over and Associate members. Associate memberships shall be restricted to one per family, either the father or the mother of a club member under sixteen years of age. An Associate member may not hold office or serve on the Board of Directors. Professionals may be members but cannot vote or hold office.

Section 2. PROSPECTIVE MEMBERS. A prospective member may be admitted to three club sessions per season upon payment of club fees. He must be accompanied in person by a club member who at each session introduces him to one of the Board Members or Session Chairman.

Section 3. APPLICATION FOR MEMBERSHIP. Each candidate for membership must be proposed by two members. Applications for membership must be subscribed by the candidate, must state his name, occupation, and address, and include an agreement to comply with the articles and By-Laws.

Section 4. BOARD APPROVAL FOR COMPETITION OR EXHIBITION. No member or members of the Club shall make entry in the name of the Club in any competition or exhibition except with the approval of the Board of Directors, or someone given this authority by them.

Section 5. DUES AND ASSESSMENTS. The dues for each member shall be established by the Board of Directors payable yearly in advance; an initiation fee may be adopted and charged all new applicants in such amount as shall be established by the Board of Directors. No change in the dues shall be made without one month's written notice posted in a conspicuous place on the Club bulletin board, or at the meeting place of the Club. Applications for renewal of memberships shall be mailed by the Membership Chairman by June 1 of each year and dues shall become delinquent on July 1.

Section 6. ARREARS FOR DUES. Any member in arrears for dues or other indebtedness shall be notified by mail by the Secretary at his last known address; and his name, with the amount due, shall be posted on the Club bulletin board. If the amount posted is not paid in full within one month thereafter, the member shall be reported as delinquent by the Secretary to the Board of Directors at their next meeting. The Board of Directors may drop from the roll any delinquent member. At the discretion of the Board of Directors, a member dropped from the roll as delinquent, may, upon payment of their total indebtedness, be reinstated to full membership. No delinquent member shall be eligible to hold office, take tests, vote, enter into competitions, or to participate in any club activity.

Section 7. HONORARY LIFE MEMBERS. Upon unanimous vote, the Board of Directors may designate any person who has rendered distinguished service to the Club an honorary member for life. An Honorary Life Member shall be free from club initiation fees, dues and/or assessment. He may skate in Club exhibitions and carnivals and attend ice skating sessions under the same rules governing active members. He shall not be elected to office or the Board of Directors and shall not vote. He shall have no claim on the assets or property of the Club. He shall not represent the Club in competition.

Section 8. GUESTS. A skater from another U.S.F.S.A. club may skate upon payment of regular club fees.

Section 9. RESPONSIBILITIES FOR GUESTS. Members shall be responsible for the conduct and indebtedness of all non-members admitted to the Club's sessions at the member's request.

### ARTICLE III

#### MEETINGS

Section 1. REGULAR MEETINGS. There shall be two regularly scheduled yearly meetings. An annual meeting shall be held during March of each year, for the purpose of selecting new members to the Board of Directors, and a semi-annual meeting during the month of November.

Section 2. SPECIAL MEETINGS. The Secretary shall call special meetings at the direction of the President, or upon the written request of five voting members in good standing. No business shall be conducted at a special meeting except that of which notice was given.

Section 3. NOTICES. Notices of regular and special meetings shall be mailed by the Secretary to every voting 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 4. QUORUM. Twenty per-cent (20%) of the voting membership shall constitute a quorum for the transaction of business.

Section 5. The Roberts Rules of Order shall be the final authority in the governing of all meetings of the membership or the Board of Directors of this corporation.

## ARTICLE IV

### BOARD OF DIRECTORS

Section 1. NUMBER OF MEMBERS. There shall be a Board of Directors composed of nine regular members of the club.

Section 2. TERM OF OFFICE. Three members shall be elected each year at the annual meeting of the membership, and they shall serve for a period of three years.

Section 3. METHOD OF ELECTION. The candidates for the Board shall be nominated by a Nominating Committee appointed by the President, consisting of three members; two from the Board of Directors and one from the general membership. Candidates may also be nominated at the annual meeting of the membership (with the approval of the nominee). Vote shall be by ballot. If more than three candidates are nominated, voting shall be by secret ballot; and the three receiving the greatest number of votes shall be elected. There will be no cumulative voting. If a directorship becomes vacant, the Board shall appoint a Club member as a director for the unexpired term.

## ARTICLE V

### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. MEETINGS. The Board of Directors shall meet monthly during the skating season. The date of such meetings shall be stated by the President, or in his absence by the Vice-President. Any four (4) members of the Board may call a board meeting upon written notice to all of the members of the Board of Directors at least three (3) days prior to the meeting. The notice shall state the date of the meeting, purpose for which the meeting is called, and the names of the four members requesting the meeting.

Section 2. QUORUM. Five members shall constitute a quorum.

Section 3. AUTHORITY. They shall have entire authority in the management of the Club and shall have general control of all its property. This authority shall include, but not be limited to the following:

- a. Electing officers of the corporation.
- b. Appropriating funds.
- c. Auditing records of the Secretary, Treasurer, and Committees.
- d. Limiting indebtedness of Club members.
- e. Approving candidates for membership.
- f. Suspending members for improper conduct or violation of rules. Any suspended member has the right to a hearing before the Board.
- g. Appointing committees as necessary.
- h. Appointing U.S.F.S.A. and Southern California Interclub Association delegates, with the principal delegate being the President.

Section 4. MISCELLANEOUS. The Board of Directors shall take appropriate action upon complaints of members. Members must present such complaints in writing to the Secretary who will submit them to the Board at their next regular meeting.

## ARTICLE VI

### CORPORATE OFFICERS

Section 1. OFFICERS. The officers of the corporation shall be the President, Vice-President, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined at the discretion of the Board of Directors. Officers shall be elected at the first meeting of the Board following the annual meeting. They shall hold office for one year. Should a vacancy in the officers occur, the Board of Directors will elect another officer to replace the vacated position from among the remaining Board members.

Section 2. DUTIES OF THE PRESIDENT. It shall be the duty of the President to take charge of the Club, and to preside at all meetings of the Club and Board of Directors. Pending approval of the Board of Directors, he shall: supervise and manage the Club and its property; suspend any member for violation of these By-Laws or regulations, and call special Board meetings and Club meetings. The President, together with the Secretary and/or Treasurer, shall sign all agreements and contracts made by the Club, upon approval of the Board of Directors.

Section 3. DUTIES OF THE VICE-PRESIDENT. It shall be the duty of the Vice-President to assist the President, and in his absence to assume his duties.

Section 4. DUTIES OF THE TREASURER. The Treasurer shall have custody of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report when requested by the President or Board of Directors. The Board of Directors shall have the power whenever they deem it necessary to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board of Directors or in securities approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer, or the President, or the Secretary.

Section 5. DUTIES OF THE SECRETARY. It shall be the duty of the Secretary to keep the minutes of the meetings of the Club and of the Board of Directors and to supervise all reports and documents connected with the business of the Club. He shall handle the correspondence of the Club and prepare and issue notices of all meetings of the membership and Board of Directors.

## ARTICLE VII

### COMMITTEES

Section 1. AUTHORITY. All committee chairman are accountable to the Board of Directors for all actions and will not make commitments for the Club without the approval of the Board. Written reports shall be presented to the Board upon request.

## ARTICLE VIII

## AMENDMENTS

Section 1. AMENDMENTS. These By-Laws may be repealed or amended by a majority vote of the members attending any meeting called for such a purpose. A notice setting forth all proposed amendments or repeals shall be sent to all members in good standing at least seven (7) days prior to the meeting at which such proposed amendments or repeals are to be acted upon.

Section 2. CONFLICTS. These By-Laws shall at no time conflict with the rules set forth in the U.S.F.S.A. Rulebook. If such conflict should occur, the rules in the U.S.F.S.A. Rulebook shall take precedence.

## CERTIFICATE OF PRESIDENT

I, the undersigned do hereby certify:

- (1) That I am the duly elected and acting President of the Arrowhead Figure Skating Club, a California Corporation;
- (2) That the foregoing By-Laws, comprising five (5) pages, constitute the complete By-Laws of said corporation, replacing all By-Laws adopted March 22, 1981, as amended;
- (3) That these By-Laws were adopted by a majority vote of the voting membership present at the annual meeting of the Corporation held on March 25, 2002, and that such membership present at the annual meeting constituted a quorum under the By-Laws in effect at that time.

Wayne A. Hundley, President