

Constitution and by-laws of the Pueblo Figure Skating Club

Article I

Section 1. Name: For all purposes this name may be abbreviated to read PFSC.

Article II Purpose

Section 1. Purpose: To promote and encourage full participation in the sport of figure skating by persons in the Pueblo, Colorado area, regardless of race, sex, religious creed, color, national origin or ancestry; to improve and to advance amateur figure skating on ice in all of its forms, including compulsory figures, free skating, ice dancing; to sponsor, produce or cooperate in conducting competitions and amateur shows in connections with the general policies of the United States Figure Skating (U.S. Figure Skating).

Section 2. This Club is not organized for pecuniary purpose. All receipts from whatever source, shall be used in the furtherance of the purpose and objectives of the club. No monies shall be paid by the Club in violation of any rules or regulations of the U.S. Figure Skating.

Section 3. The PFSC shall, at least once a year, conduct a community service project.

Section 4. This organization is organized exclusively for charitable and education purposes within the meaning of Section 501 C 3 of the Internal Revenue Code.

Section 5. "Not with standing any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501 C 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under Section 170 C 2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law)."

Article III Officers

Section 1. Officer:

- A. The officers of the PFSC shall be President, Vice President, Treasurer and Secretary.
- B. The above officers shall be the Executive Committee.
- C. The Board of Directors shall elect the officers annually. This election shall take place at the Board of Directors meeting following the annual meeting of the general membership.

- D. The President must have served one year as a club member prior to assuming office.

Article IV
Duties of the Officers 7 Executive Committee

Section 1. Duties of the President:

- A. The President is the executive officer of the PFSC.
- B. The President shall preside at all meetings of the club and of the Board of Directors.
- C. The President shall supervise the PFSC and its property.
- D. The President shall appoint the chairman of all committees.
- E. The President may remove the chairmen of any committee with the Executive Committee's approval.
- F. The President has the authority to suspend or expel any member for violating rules or regulations of the Executive Committee and the Board of Directors.
- G. The President shall call all special or regular club meetings.
- H. The President shall be a member of all committee's.

Section 2. Duties of the Vice President:

- A. Assist the President in the discharge of all duties.
- B. The Vice President shall assume all duties of the President in his/her absence and officiate in his/her stead.
- C. The Vice President shall serve as chairman of one of the standing committees as appointed by the President.

Section 3. Duties of the Treasures:

- A. The Treasurer shall have general control and supervision of the financial records of the PFSC.
- B. The Treasurer shall keep full and correct amounts of the receipts and expenditures of the PFSC.
- C. The Treasurer shall submit a written report of accounts at the request of the President or the Board of Directors.
- D. The Treasurer shall report all disbursements of funds, including vouchers from members, to be reviewed by the Board of Directors.
- E. The Treasurer shall deposit funds in banks or invest in securities recommended by the financial committee and approved by the Board of Directors.
- F. Disbursements shall be made by check signed by the President and Treasurer or another officer appointed by the Board of Directors.

Section 4. Duties of the Secretary:

- A. The Secretary shall keep minutes of the meetings of the PFSC and its Board Meetings.
- B. The Secretary shall supervise all records and documents connected with PFSC business.
- C. The Secretary with the President shall sign all agreements and contracts made by the PFSC with the approval of the Board of Directors.
- D. The Secretary shall keep record of all names and addresses of members and the status of memberships.
- E. The Secretary shall keep record of all applications for membership and the ratification of membership by the Board of Directors.
- F. The Secretary shall supervise all correspondence and prepare and issue notices of meetings.

Section 5. Executive Committee:

- A. The Executive shall assist the President in running the administrative functions of the PFSC except, that they shall not have the authority to reverse any action adopted by the full Board.
- B. The Executive Committee shall handle any formal complaints made to his committee that would affect the PSFC or its members.
 - 1. Any member or members having a complaint against another member or other parties for the infraction of any law or rule resulting in injurious conduct must report the same in writing with the name of any witness. After receiving such a complaint, a meeting of the Executive Committee shall be held as soon as possible to review the complaint. If necessary a notice will be sent to the accused member of any investigative meeting, outlining the complaint and allow the accused to present their own witnesses or evidence regarding the claim. The Executive Committee will meet in closed session to render a decision. This decision will be disseminated in writing to all parties by the Secretary.
 - 2. An appeal of the decision of the Board of Directors may be taken to the PFSC members within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall be called for the consideration of the case, and a two-thirds vote of those present shall be necessary to reverse the decision of the Board of Directors when a quorum is present.

Article V
Board of Directors

Section 1. Number of Members:

- A. There shall be seven Directors. If vacancies occur on the Board without pre-existing qualified candidates, a general election may be called to fill that vacancy.
- B. All Directors shall be registered members of U.S. Figure Skating.

Section 2. Qualifications

- A. Be a club member in good standing as an individual, or as a parent/family member of a skater in a Junior/Family membership, or be the parent of a skater with an introductory membership for one skating year (July 1st – June 30th) and be at least 18 years old.
- B. Meeting all qualifications as required by the PFSC Constitution and By-Laws.
- C. The Board of Directors shall have a majority of members who reside in Pueblo County.

Section 3. Terms of Office:

- A. There shall be staggered three year terms.
- B. There shall be no limit to the number of consecutive elected terms members of the Board of Directors may serve.

Section 4. Method of Election:

- A. Election of the vacant officers will be held at the annual spring meeting of the general membership by either majority vote, ballot (present or absentee) or electronic voting, including proxies, of a quorum of the membership.
- B. Voting members are defined in Article VIII.

Section 5. Nominating Committee:

- A. A nominating committee will be appointed thirty days prior to the election by the President.
- B. This committee is responsible for posting the request for nominations and their purpose shall be to present a list of potential directors at the annual spring meeting for election.

This committee is responsible for posting the request for nominations and their purpose shall be to present a list of potential directors to the board for approval to the ballot. Which is then presented to the general membership for vote and announce new officers of the board at the annual spring meeting.

- C. The nominating committee shall consist of three voting members, two of whom shall be members-at-large, the other a non-officer of the Board. The Board member shall be the committee chairperson. A member running for the Board will not be allowed to accept or count ballots.

Section 6. Other Nominations:

- A. Nominations for the Board of Directors must be submitted in writing to the nominating committee 20 days prior to the annual spring meeting. The committee must obtain consent from all nominated members and ascertain that they are in good standing. No write-in nominations will be allowed.

Section 7. Removal:

- A. Any Board member may be removed from office by a resolution passed by two-thirds vote of the voting members during a special meeting called for that purpose.

Article VI
Duties and Authority of the Board of Directors

Section 1. Meetings:

- A. Regular meetings will be held monthly at a time and place determined by the Board of Directors.
- B. Any director with three unexcused absences from regularly scheduled meetings within the twelve month membership year, as determined by the Board of Directors, or due to resignation or dismissal, will be replaced from a list of the most recent nominees by the Board of Directors or by election (see Article V, Sec. 1A). However, because of hardship, a director may request a leave of absence with a qualified candidate filling that vacancy temporarily.
 - 1. The appointment shall be effective until the next annual meeting of the membership at which time such office shall be deemed vacant. Election to fill the un-expired term shall be pursuant to the nomination and election procedures for Board members.
 - 2. If the vacancy is an office of the Board of Directors, upon filling the Board position, the Board of Directors shall elect a Board member to fill the office vacancy.

Section 2. Quorum:

- A. A quorum shall consist of four of the seven members of the Board of Directors, and shall include at least two officers.

Section 3. Meeting Rules:

- A. Parliamentary rules and procedures such as outlined in Robert's Rules of Order (revised) shall be used at all Board Meetings.

Section 4. Appropriations:

- A. Appropriations shall be made upon the vote of the majority of the Board members present at any Board meeting when a quorum is present.

Section 5. Audits:

- A. The Board shall have the authority to audit the financial records of the Treasurer, and if necessary, appoint an outside auditor to conduct the audit.
- B. There shall be an annual audit immediately subsequent to the PFSC's fiscal year.

Section 6. Indebtedness:

- A. The PFSC shall contract no indebtedness.

Section 7. Candidates for Membership:

- A. The Board shall have the right, by majority of those present, to approve or disapprove candidates for membership with just cause.
- B. No discrimination shall be made because of race, sex, religion, color, national origin, or ancestry.

Section 8. Release of Reinstatement of Membership

- A. The Board shall have the right, by majority of those present, to approve or disapprove the release or reinstatement of membership members with just cause.

Section 9. Create Committees

- A. The Board of Directors shall have the authority to form any committee necessary to conduct the affairs of the PFSC.

Section 10. USFSA Delegate:

- A. The Board of Directors shall have authority to appoint U.S. Figure Skating delegates according to Article VII of the U.S. Figure Skating By-Laws.

Section 11. Sanction Officer:

- A. The Board of Directors shall appoint a sanctions officer.

Article VII
Standing Committees

- Section 1. There shall be the following standing committees: Membership, Member Hours, Policy and Procedures, , Ice Testing, Competition, and Member Events.
- Section 2. The President and/or the Board of Directors shall assign the duties of these committees.
- Section 3. The President shall appoint the Chairman.
- Section 4. The Chairman of Standing Committees can, but need not be, a member of the Board of Directors. The Chairman of the Standing Committees must be in good standing of the PFSC.
- Section 5. Standing committees shall meet as often as necessary to conduct the business as assigned by the President and/or Board of Directors.
- Section 6. Standing committees should be made of only members in good standing.

Article VIII
Membership

Section 1. Classes of Members:

- A. Classes of membership shall include the following Senior Members; senior members are adult skaters or the parents/guardians of skaters at least eighteen (18) years of age. They have all the privileges authorized by the United States Figure Skating By-Laws, shall have the right to vote, hold office and shall enjoy all of the privileges of the PFSC.
 - 1. Adult Members shall be 18 years of age and above. Includes all club time activities, U.S. Figure Skating membership, voting privileges and Board eligibility following one full year of paid membership and an active member in good standing, and all privileges, as outlined in the Policies and Procedures of the PFSC.
 - 2. Junior Members shall be a skater under 18 years of age, or a full time student up to age 24, and one parent. Includes all club time activities, U.S.

Figure Skating memberships, the parent has voting privileges or skater if 18 years of age (only one senior member can vote), and Board eligibility following one full year of paid membership and an active member in good standing, and all privileges as outlined in the Policy and Procedures of the PFSC.

3. Family Members shall have two skaters under 18 years of age, or a full time student up to age 24, and two parents. Includes all club time activities, U.S. Figure Skating membership, both parents have voting privileges, Board eligibility following one full year of paid membership and an active member in good standing, and all privileges, as outlined in the Policies and Procedures of the PFSC.
4. Introductory Members shall be first time U.S Figure Skating: one skater will have privileges to include all club time activities and U. S. Figure Skating membership according to the Policies and Procedures of the PFSC. The member will have no voting privileges or Board eligibility.
5. Non-Skating Adult Members shall have privileges to include all club time activities, U.S. Figure Skating membership, voting privileges, Board eligibility following one full year of paid membership and an active member in good standing, and privileges as outlined in the Policies and Procedures of the PFSC.
6. Professional Members shall have privileges to include all club time activities, U.S. Figure Skating membership, voting privileges and Board eligibility following one full year of paid membership and an active member in good standing, and all privileges, as outlined in the Policies and Procedures of the PFSC.
7. Additional Family Members shall have the privileges to include all club time activities, U.S. Figure Skating membership, voting privileges and Board eligibility following one full year of paid membership and an active member in good standing as outlined in the Policies and Procedures of the PFSC.
8. Associate/Non-Home Club Members shall have privileges as outlined in Policies and Procedures except that of voting and holding office, following one full year of paid membership and an active member in good standing.
9. Honorary Members shall have all privileges and guidelines as a Home Club Member as outlined in the Policies and Procedures. The members, at any annual meeting or at any special meeting called for the purpose, may, upon recommendation of the Board of Directors, create any person who has rendered important or distinguished services to the Club an Honorary Membership as deemed appropriate. Such Honorary Member shall be exempt from payment of any annual subscription, but in all other respects shall be subject to the by-laws, rules and regulations of the Club.
10. Expelled Members who have been expelled with the approval of the Board of Directors shall be carried on the rolls of the PFSC in perpetuity as an expelled member.

Section 2. Duties of Membership:

- A. Members must maintain amateur standing with the exception of the Professionals.
 - 1. Members may participate as a skater in tests, competitions, shows, exhibitions, carnivals or other events that are sanctioned or approved by U.S. Figure Skating.
 - 2. Members must obtain written permission by the President of the PFSC or the President appointed officer to participate in any event. Permission to test other than PFSC test sessions must obtain in writing from Test Chairman. Permission may not be denied if all of the following conditions are satisfied.
 - a. The member is in good standing with the PFSC.
 - b. The member is in good standing with U.S. Figure Skating.
 - c. The event is sanctioned or approved by the U.S. Figure Skating.
 - d. The participation will not endanger the amateur standing of the member.
 - e. The event is not detrimental to the PFSC as determined by the Board of Directors.
- B. Members must accept their fair share of responsibility in the conduct of club activities and government as determined by the Board of Directors or majority vote of the membership in accordance with PFSC Constitution and By-Laws.

Section 3. Limitation of Membership:

- A. There shall be no limitation to membership because of race, sex, religious creed, color, national origin or ancestry.
- B. The PFSC membership rules shall not be in conflict with the Membership Rules of the U.S. Figure Skating or U.S. Figure Skating By-Laws and its amendments.

Section 4. Application for Membership:

- A. Application for membership shall be made with the Membership Committee and ratified by the Board of Directors.
- B. All applicants shall be made aware of the PFSC's Constitution and By-Laws.

Section 5. Arrear and Dues:

- A. Members in arrears for dues shall be excluded from privileges of membership in the PFSC including the use of ice purchased by the PFSC.

Section 6. Resignation:

- A. Resignation from the PFSC shall be made to the Secretary in writing. No refund of dues or assessments shall be made to resigning members.

Article IX
Club Meetings

Section 1. Annual Meetings:

- A. The annual meetings shall be held in the spring and fall of each year.
- B. The purpose of the Annual Spring meeting shall be to elect Board Members, to amend the Constitution and/or By-Laws, and to conduct any other business as requested by the Board of Directors or members at large.
 - 1. Official notice of the Annual Spring meeting shall be given in writing to all members at least ten days before the Annual Spring meeting stating time and place.
 - 2. A quorum for the Annual Spring meeting shall consist of at least five Board of Directors and 30% of the voting membership of the Club in good standing.
 - 3. No quorum is needed for the election of the Board of Directors at the Annual Spring meeting provided that at least 51% of the eligible voters are represented in person and/or by absentee ballot including proxy.
 - 4. Voting can be done as indicated under Article V, Board of Directors, Section 4, Method of Election, Item A.
- C. Other meetings of the general membership can be called by five members at large or by the President and/or Board of Directors.
- D. The purpose of the annual fall meeting is for a general membership to receive copies of the Code of Ethics, Policy and Procedure, By-Laws, Membership Roster and meet new and old members and any other items as constituted by the Membership Chair or Board of Directors.

Article XI
Fees, Dues and Assessments

Section 1. Annual Dues:

- A. Annual dues shall be determined by the Membership Committee and approved by the Board of Directors.

- B. U.S. Figure Skating dues shall be paid in accordance with the U.S. Figure Skating By-Laws.

Section 2. Assessments:

- A. Assessments for the purchase of ice time shall be periodically made as agreed to by the Finance Committee and approved by the Board of Directors.
- B. New members never having belonged to the PFSC, fees, dues and assessments shall be pro-rated upon joining after the start of the skating year (July 1), U.S. Figure Skating registration monies will not be pro-rated.
- C. Members having belonged to the PFSC joining after the start of the skating year will be assessed full fees, dues and assessments.
- D. No member shall be allowed ice time until all fees, dues and assessments have been paid.

Article XII
Rules of Order

Section 1. Robert's Rules of Order (Revised):

- A. Robert's Rules of Order (Revised) shall be the parliamentary authority.
- B. Where conflict occurs between the By-Laws of the PFSC and Robert's Rules of Order (Revised), the By-Laws shall take precedence.

Section 2. U.S. Figure Skating Accordance:

- A. The rules of the PFSC shall be in accordance with the obligations of the U.S. Figure Skating Member clubs (MR 8.00) of the U.S. Figure Skating Membership Rules.

Article XIII
Adoption of Constitution and By-Laws

Section 1. Adoption

- A. The President shall call for the adoption of the embodied constitution and By-Laws at the Annual Spring meeting by a 3/5th vote of members present.

Section 2. Amendments

- A. These By-Laws may be amended by a 2/3 vote of the membership, in person or by proxy at any regularly constituted meeting thereof as long as a quorum is present.

Article XIV

Liability Cause

The PFSC assumes no responsibility for damages or injuries incurred by members while participating in club activities as a condition of membership. All members, their parents and guardians agree to assume all risks of injury to their persons and property while participating in club activities and to waive and release any and all claims which they may have against the Club, its Officers or Board Members.

Article XV Dissolution of Club

“Upon the winding up and dissolution of the corporation after paying or adequately providing for the debts and obligation of the corporation, the remaining assets shall be distributed to an non-profit fund, foundation or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax-exempt status under Section 501 C 3 of the Internal Revenue Code.”