



Sycamore Ice Skating Club

Bylaws

ARTICLE I NAME AND CORPORATION

Section 1. Name. The organization shall be known as Sycamore Ice Skating Club ("Sycamore" or "club").

Section 2. Incorporation. The club was incorporated under the laws of the State of Indiana on October 30, 1982.

Section 3. Membership in United States Figure Skating Association. The club has been formed to be a member of The United States Figure Skating Association ("U.S. Figure Skating" or "USFSA"), to exist for the purposes specified in Article II of these bylaws and official rules of U.S. Figure Skating as in existence and amended from time-to-time by U.S. Figure Skating.

Section 4. Office. The club shall have its headquarters in the Perry Park Ice Rink in Indianapolis, Indiana.

Section 5. Fiscal Year. The fiscal year of the club shall begin each year on the first day of June and end on the last day of May.

ARTICLE II PURPOSE

The purposes of the club are to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of figure skating including freestyle skating, moves in the field, dance, figures, team skating and Basic Skills; to encourage and cultivate a spirit of fellowship among skaters; to sponsor, produce and cooperate in the production of amateur ice show(s) and exhibitions; to perform other activities as necessary in the pursuit of the objectives and purposes of club; and to carry out the policies of our parent organization and sanctioning body — U.S. Figure Skating.

ARTICLE III OFFICERS

Section 1. Officers. The officers shall be president, vice president, secretary, and treasurer.

Section 2. President. It shall be the duty of the president to take charge of the club; to preside at all meetings of the club, and the board of directors. He shall have the entire supervision and management of the club and its property pending the action of the board of directors; the power to suspend any officer or board member from board duties, pending approval of all of the remaining officers; the power to suspend any member for violating the bylaws or regulation of the club, pending the approval of the board; to call special meetings and club meetings. The president shall communicate on behalf of the club including media relations, rink relations, and any other outside parties. The president, together with the secretary, shall sign all agreements and contracts made by the club, upon the approval of the board of directors.

Section 3. Vice President. It shall be the duty of the vice president to assist the president in discharge of his duties and in his absence to assume his duties and officiate in his stead. All disbursements by check shall be signed by the vice president upon approval.

Section 4. Treasurer. The treasurer shall have charge of the funds of the club and shall keep a record of all receipts and disbursements. The treasurer shall render a monthly financial and year-to-date financial written report at each board



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meeting; additional written financial reports rendered when requested by the president of the board of directors. 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. Disbursements under \$500 may be approved by the treasurer for signature by the vice president. Disbursements over \$500 must be approved by the board of directors in a majority approval for signature by the vice president. The treasurer may sign in the absence of the vice president.

Section 5. Secretary. It shall be the duty of the secretary to keep the minutes of the meeting of the club and of the board of directors and to supervise all reports and documents connected with the business of the club; to supervise keeping of a roll and record of club membership; to supervise keeping of a roll of board of directors membership together with dates of their election and a record of all board members. He shall receive all applications for club membership and board of directors membership. Minutes must be posted within 3 (three) business days of board or club membership meetings.

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 regular meeting of the membership, and they shall serve for a period of three years.

Section 3. Method of Election. The secretary will request applications of candidates for the board of directors at least 14 (fourteen) days before the spring membership meeting. Three directors will be elected each year to replace those whose terms expire. If a director position becomes vacant, the president shall appoint a club member as a director for the balance of the year. At the next regular meeting of the membership, a director shall be elected for the unexpired term, if any.

Section 4. Election of Officers. The president, vice president, secretary and treasurer shall be elected by the club membership at the spring meeting of the membership. Elected board members shall take their position at the board meeting following elections.

ARTICLE V POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Meetings. The board of directors shall meet at least once in every month. 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 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 (4) members requesting the meeting.

Section 2. Attendance. Board members are expected to attend all meetings. Attendance is marked by arriving by the scheduled time to all board meetings. Members are allowed a five (5) minute grace period to arrive late to any board meeting. With notice to the president or vice president prior to the scheduled start of the board meeting, members may extend his or her grace period to fifteen (15) minutes. If a board member misses three (3) meetings, they shall become delinquent. The secretary of the board of directors shall send electronic communication to the delinquent



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board member stating that they must attend the next board meeting. If they do not attend the following meeting, the board of directors shall accept the delinquent board member's resignation. If the delinquent board member attends the following meeting, the remainder of the board of directors shall vote to decide if the delinquent board member shall continue in his role as a member of the board of directors or if he shall be removed from the board of directors.

Section 3. Quorum. Four (4) members shall constitute a quorum.

Section 4. 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 5. 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; 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 6: Appropriations. All appropriations from the funds of the club shall be made by the board of directors.

Section 7. Audits. They shall audit records of the secretary, treasurer, and of the committees upon request of the president. There shall be a bi-yearly external audit of the treasurer.

Section 8. Indebtedness. They shall have the power to limit the indebtedness of a member of the club.

Section 9. Suspend or Expel. They shall have the power to suspend or expel any club member for violations of the constitution and bylaws, or for conduct which they shall deem proper, but no member shall be expelled or suspended for longer than 30 days without a hearing.

Section 10. Readmit to Membership. They may at a regular meeting readmit to membership, without the payment of a second membership fee, any former member whose resignation has been fully accepted. Such readmissions will be voted upon and two negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six (6) months after rejection.

Section 11. Drop and Reinstated to Membership: They may as hereinafter provided drop from the roll any delinquent member, and also may reinstate such members as hereinafter provided.

Section 12. Standing Committee. The board shall appoint standing committee chairs from board members who are not officers at the first board meeting following board member election. The board has full authority over the standing committees.

Section 13. USFSA Delegate. They shall elect either a delegate or delegates or a proxy to U.S. Figure Skating's Governing Council and abide by U.S. Figure Skating's rules.

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

Section 15. Board Member Limitation. The office of the board member shall be ipso facto vacated:

1. If he becomes bankrupt or suspends payments or compounds with his creditors or makes an authorized assignment or is declared insolvent.



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2. If he is found to be a lunatic or becomes of unsound mind.
3. If he is convicted of a criminal offense.
4. If by notice in writing to the club he resigns his office.
5. If he is no longer a member of the club.
6. All other limitations and agreements are provided in the board member handbook and agreement.

ARTICLE VI STANDING COMMITTEES

Section 1. Names. The standing committee shall be: Learn to Skate USA, sanctions, fundraising, hospitality, volunteers, and junior board, and such other committees as the board of directors at their discretion.

Section 2. Learn to Skate USA (LTS) Committee. The LTS committee shall direct Sycamore Ice Skating Club's LTS program. This includes reports of membership and retention when requested by the board of directors.

Section 3. Sanctions Committee. The sanctions committee shall oversee the application and approval of sanctions to U.S. Figure Skating. The sanctions committee shall oversee the execution of the annual show and exhibitions.

Section 4. Judge and Donor Relations Committee. The judge and donor relations committee shall oversee the fundraising program and test sessions hosted by Sycamore Ice Skating Club. This person acts as the test chair for Sycamore Ice Skating Club.

Section 5. Hospitality Committee. The hospitality committee shall provide and take charge of social events given by the club and food arrangements for any club sponsored events, including test sessions and competitions. The hospitality committee chair also serves as our SafeSport chair. As part of his duties, the club's SafeSport program must be kept up-to-date.

Section 6. Volunteers Committee. The volunteers committee shall recruit, train, and staff all volunteer positions, including competitions, test sessions, and the annual show.

Section 7. Sycamore ISC Ambassadors. Club members who are active skaters that can contribute ideas, make suggestions, lead projects, and volunteers with Learn to Skate USA - all while being a good ambassador and representative of Sycamore Ice Skating Club. Interested skaters must inform the club president of his/her desire to participate and can choose his/her level of involvement.

ARTICLE VII MEMBERSHIP

Section 1. Classes for Membership.

- A. Full membership: Full members shall have all the rights and privileges authorized by U.S. Figure Skating's bylaws and shall enjoy all rights and privileges authorized by Sycamore Ice Skating Club's bylaws except that those full members under the age of 18 shall not have the right to vote or hold office. Members under the age of 18 must have one parent join as an additional member.



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- B. Associate membership: Associate members are those who designate another U.S. Figure Skating club as their "home club," but purchase an associate membership from Sycamore Ice Skating Club to receive all the rights, privileges and obligations of full members, including club ice time rates, except that they are not allowed to vote, hold office or be elected to the club's board of directors.

Section 2. Application for Membership. Applications for membership must be subscribed by the candidate, must state his name, citizenship, and address, and include an agreement to comply with the bylaws.

Section 3. Arrears for Dues. Any member in arrears for dues, or other indebtedness shall be notified, by electronic mail, by the treasurer at his last known address. If the amount is not paid in full within one week thereafter, the name of the delinquent shall be reported by the secretary to the board of directors at their next meeting. The board of directors 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 directors, be reinstated to full membership.

Section 4. Arrears for Dues Restrictions. No member in arrears for dues, or other indebtedness, shall be eligible to hold office, or entitled to vote, or to enter in any club tests or competition.

Section 5. Resignation. Any member not in arrears for dues, or other indebtedness, may tender a written or electronic resignation of his membership to the secretary, who shall report the same to the board of directors, at their next meeting for their action.

Section 6. Board Approval for Competition and Exhibition. No member or members of the club shall make entry in the name of the club in competition or exhibition except with the approval of the sanctions committee chair.

Section 7. Guests. Only full members, associate members and coaches may skate on club sessions. A visiting skater may be admitted to a maximum of three (3) club sessions at the prevailing rate.

Section 8. Laughlin Award. The board is responsible for presenting the Laughlin Award to a skater who is a club member at the spring membership meeting. Nominations must come from club members. Board members, excluding junior board representative(s), may vote on the candidates.

Section 9. Volunteer Hours. All families are required to complete a minimum of six (6) volunteer hours in service to the club each membership season. A penalty for not completing the hours will be billed at \$10 per hour.

ARTICLE VIII CLUB MEETINGS

Section 1. Time. There shall be two annual stated club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall, 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 four (4) club members in good standing.



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

Section 4. Notices. Notices of stated and special meetings shall be electronically mailed 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 IX ORDER AND RULES OF BUSINESS

Section 1. Sequence. At stated and special meetings, the following order of business shall be observed:

1. Roll Call
2. Reports of Officers
3. Reports of Committees
4. Election of Officers
5. Unfinished Business
6. New Business
7. Adjournment

Section 2. 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

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

Section 3. 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 his name is called, without debate, unless excused from voting by the meetings, and the vote so taken shall be recorded in the minutes.

Section 4. 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 5. Majority Vote. Except as otherwise provided, all questions shall be determined by a majority vote.

Section 6. Robert's Rule of Order. All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert's Rule of Order.



**ARTICLE X
DISCIPLINE METHOD OF PROCEDURE**

Any member or members having 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 directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the board of directors shall be held as soon as practicable to investigate 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 he shall mail copies thereof to the complainant or complainants, and to the member complained of. An appeal from the decision of the board of directors 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 majority vote shall be necessary to reverse the decision of the board of directors.

**ARTICLE XI
ADOPTION AND AMENDMENTS TO BYLAWS**

Section 1. Adoption of Bylaws. The president shall call the club together and request the adoption of the embodied bylaws.

Section 2. Amendments to Bylaws. These bylaws may be amended by a majority vote of the board of directors at any regularly constituted meeting thereof.



**ARTICLES OF AMENDMENT
of the
ARTICLES OF INCORPORATION of
Sycamore Ice Skating Club**

Concerning tax exempt status under section 501 (c) (3) of the Internal Revenue code of 1954:

1. Said corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. No part of the net earning of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or another private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate to public office. Notwithstanding 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).
3. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporations in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under sections 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



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Concerning Article IV, Board of Directors. Section 5.

Section 5. Vacancies. In the event of a vacancy on the Board of Directors due to resignation, removal, incapacity, or any other reason prior to the completion of a term, the remaining members of the Board of Directors shall fill the vacancy and designate an interim or acting officer. The Board of Directors shall, by majority vote, appoint either a current member of the Board of Directors or another eligible full club member, in good standing with the club and USFSA, to serve in the vacant position. If a sitting Board member is appointed to fill an officer position, the Board may subsequently appoint another eligible club member in good standing to fill the resulting Board vacancy if needed. Any individual appointed to fill a vacancy shall assume the duties of the position immediately upon appointment and shall serve until the next Spring Membership Meeting, at which time the position shall be filled through the standard election process in accordance with these bylaws. The interim or acting officer will fulfill the duties of a vacant officer role until a formal appointment is made. The Board shall make reasonable efforts to ensure continuity of operations, including the timely transfer of records, access, and responsibilities associated with the vacant position.

Quorum Protection: If one or more vacancies reduce the number of sitting Board members below the quorum required to conduct business, the remaining Board members shall have the authority to appoint sufficient eligible club members in good standing to restore quorum. Such appointments shall be made by a majority vote of the remaining Board members present and shall be limited to the number necessary to reestablish quorum and maintain Board operations. Nothing in this section shall prohibit an appointed individual from being nominated or elected to the position for the remainder of the term or a subsequent term.

Concerning Article V, Powers and Duties of the Board of Directors. Section 12.

Section 12. Standing Committee. The board of directors shall appoint standing committee chairs from among board members or full club members, in good standing with SISC club and USFSA, at the first board meeting following board member elections. The board retains full authority over all standing committees, including their creation, structure, and oversight. The general roles and responsibilities of each standing committee are outlined in Article VI; however, the board of directors may establish, modify, or clarify specific duties, scope, and operational responsibilities of committees and their chairs at the beginning of each skating season or as needed. Any committee exercising authority of the board of directors shall be composed solely of directors.

Concerning Article VI, Standing Committees.

Section 1. Purpose, Authority, and Names. Standing committees are established to support the operations and objectives of the club under the direction of the board of directors. Each committee operates under the oversight and authority of the board. The descriptions of committee responsibilities contained in this Article are intended to provide general guidance. The board of directors may modify, expand, or limit the duties, structure, and scope of any committee or committee member at the beginning of each skating season or as necessary to meet the needs of the club. The Committees will support, but do not replace, Board decision-making authority. The standing committee shall be: Learn to Skate USA, sanctions and SafeSport, judge and testing, fundraising, hospitality, volunteers, and junior board/Ambassador, and such other committees as the board of directors at their discretion. Operational guidelines for these committees can be found in the SISC Standing Committees Guidelines document.



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Section 3. Sanctions and Compliance Committee. The sanctions committee shall oversee the application and approval of sanctions to U.S. Figure Skating for all skating related events. Ensure compliance with U.S. Figure Skating rules and SafeSport requirements. Maintain awareness of current SafeSport policies and updates. Support overall compliance and implementation of SafeSport practices within club programs and events.

Section 4. Judge and Testing Committee. The judge and testing committee shall oversee the test sessions hosted by Sycamore Ice Skating Club. This person(s) acts as the test chair for Sycamore Ice Skating Club.

Section 5. Fundraising Committee. The fundraising committee shall oversee the fundraising program of the Sycamore Ice Skating Club.

Section 6. Hospitality Committee. The hospitality committee shall provide and take charge of social events given by the club and food arrangements for any club sponsored events, including test sessions and competitions.

Section 7. Volunteers Committee. The volunteers committee shall recruit, train, and staff all volunteer positions, including competitions, test sessions, and the annual show.

Section 8. Junior Board and SISC Ambassador Committee. Support the development, engagement, and leadership growth of junior skaters while encouraging active participation, volunteerism, and representation of the club. Mentor and guide Junior Board members. Encourage leadership, idea-sharing, and involvement among skaters. Support planning and execution of Junior Board-led events and initiatives. Promote volunteer participation, including support of Learn to Skate USA programs. Serve as a liaison between junior members and the Board of Directors. Foster a positive, inclusive, and team-oriented club culture.

Ambassador Role. Open to active skaters interested in contributing ideas, leading projects, and volunteering. Skaters represent the club through positive attitude, sportsmanship, and engagement. Participation level may vary based on interest and availability. Interested skaters should notify the Club President to get involved

Concerning Article VII, Membership. Section 9.

Section 9. Volunteer Hours. All families are required to complete a minimum of ten (10) volunteer hours in service to the club each membership season. A penalty for not completing the hours will be billed at \$10 per hour.