

Constitution of the Lacombe Figure Skating Club

ARTICLE 1.

The name of the Club shall be LACOMBE FIGURE SKATING CLUB, herein after call the Club.

ARTICLE 2.

SKATE CANADA

- a) The Club shall be a member of SKATE CANADA.
- b) The Club shall pay such fees and such other charges as shall be required of clubs by SKATE CANADA.
- c) The Club is located in the Alberta/NWT/Nunavut Section of 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 figure skating in accordance with the Rules and policies of SKATE CANADA.
- b) The Club, with respect to any aspect of figure skating, is to be managed and operated by eligible members who are duly registered as Associate members of SKATE CANADA.
- c) The Club shall protect the eligible 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 Rules and regulations of SKATE CANADA shall take precedence over any Club By-Laws.
- c) Any By-Law contrary to the rules of SKATE CANADA shall be invalid.

By-Laws of the Lacombe Figure Skating Club

Membership

By-Law 1

Membership in the Club shall be open to all, regardless of sex, age, creed or colour.

By-Law 2

All members 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 are set forth in the SKATE CANADA Rulebook.

By-Law 4

To be considered in good standing, all members of the Club must pay, within the time limits shown in By-Law 5., such club fees as are stipulated by the Club Executive.

By-Law 5

Member in arrears will not be permitted to take part in any club activity. If any arrears are not paid within thirty (30) days of the date set for the last payment, such members shall be considered as having terminated their membership.

By-Law 6

Fees, age limits, skating rules and skating hours shall be as the Executive decides from time to time. Club membership shall commence on the first day of the SKATE CANADA skating year, September 1, or the date that fees are paid (whichever is the latter) and terminate on the last day of the SKATE CANADA year, August 31.

By-Law 7

The Executive may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of SKATE CANADA or the Club. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual, if he so desires, shall have the right of appeal to the Executive and to a General Meeting of members.

By-Law 7A

A member of the Club who wishes to resign their membership during a SKATE CANADA skating year, must do so in writing to the acting Registrar of the Lacombe Figure Skating Club.

By-Law 8

The classes of membership, eligibility and privileges shall be as follows:

A. Individual Membership

Non-skating members who have paid the fees set by the Club and are Associate Members of SKATE CANADA. Individual members of legal age shall be entitled to one vote.

B. Active Membership

All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of SKATE CANADA. All active members of the legal age of 18 have one vote each.

Underage Active Members have no vote but are represented by Special members as in (C).

C. Special Membership

Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of SKATE CANADA. Each family will have one vote.

D. Partial Membership

Any eligible skater who is an Associate Member of SKATE CANADA and has paid a reduced fee, as set by the Club may have ice time for practice only. Partial members have no vote, and may not hold office.

E. Power Skating Membership

Any eligible skater who is an Associate Member and has paid the fees set by the Club for participation solely in a SKATE CANADA licensed Club CANPOWERSKATE program. Power Skating Members of the legal age of 18 have one vote and may not hold office.

F. Honorary Membership

The Annual meeting of members may elect any person an honorary member of the Club. An Honorary Member shall be exempt from dues and shall not have interests in the assets of the Club. Honorary members shall be entitled to one vote.

By-Law 9

Members may cast their vote either in person or by proxy.

By-Law 10

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.

By-Law 11

The general management of the Club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-President, Secretary, Treasurer, and a minimum of five (5) members-at-large. All of the above, with the exception of the Past President, shall be elected every year at an annual meeting.

No Executive member shall receive remuneration of any kind for serving on the Executive as an officer or on any committee established by the Executive.

By-Law 12

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

By-Law 13

Directors and executive members who do not perform their duties as outlined by these by-laws can be removed from their positions. This shall be done by written notice and must be agreed upon by a quorum of executive members.

By-Law 14

Casual vacancies occurring in the Executive may be filled by members appointed through a majority vote of the Executive.

By-Law 15

The President shall act as chairman of all executive and general meetings. In his absence, this duty will be fulfilled by the Vice-President.

By-Law 16

Vice-President's responsibilities include Publicity.

By-Law 17

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for Audit. All cheques and legal documents shall be signed by any two of the President, the Secretary, the Treasurer and the Bingo Chairperson.

The Executive may adopt a seal to be used for all proper purposes of the club and such seal shall be affixed to any documents requiring a seal, by such Officers as may be authorized from time to time by the Executive. Custody of the seal is to be the responsibility of the Treasurer.

By-Law 18

The secretary shall deal with all correspondence subject to the approval of the President or his delegate and shall issue all notices for executive or general meetings. The secretary shall be responsible for taking minutes at all annual, general, executive or special meetings and for distributing copies of these minutes at the next meeting. The secretary shall keep copies of these minutes for future reference.

By-Law 19

The Registrar shall keep accurate records of all registrations received and submit all pertinent information to SKATE CANADA and Section Offices as required.

By-Law 20

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

By-Law 21

A quorum of the executive shall be an odd number and be more than 50 percent of the Active Executive members, including the President if required.

By-Law 22

The Executive shall appoint chairpersons to standing committees who shall look after duties assigned to them. All Committee Chairpersons must submit the names of their committee members to the Executive for approval.

By-Law 23

The Delegate to SKATE CANADA shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. SKATE CANADA's National Office shall be advised of the name of the appointed delegate.

By-Law 24

The members of the Executive, members and chairmen of committees, and the delegate to SKATE CANADA must be members in good standing of the Club, be registered as Associate Members of SKATE CANADA, be of legal age and be eligible as defined by SKATE CANADA.

By-Law 25

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

Annual Meeting

By-Law 26

An Annual Meeting shall be held within thirty (30) days of the close of the winter skating season. Other general/special meetings may be held from time to time upon the request of the Executive or upon written request of ten (10) members of the Club. A quorum for an annual or general or special meeting shall be 10 percent of the eligible voting members, or as decided by vote of the members present at the Annual meeting.

By-Law 27

Notice of all general and annual meetings shall be given ten (10) days 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 shall be available to eligible voting members. Publishing the above notice in the local newspaper will constitute proper notification.

By-Law 28

Notice of all special meetings shall be given a minimum of 24 hours in advance to all eligible voting members. The members shall be notified by telephone. Such phone calls shall be made by the Pre-school CANSKATE director, CANSKATE director, Primary Test director and Test director.

By-Law 29

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

By-Law 30

Voting for Club elections or on any other matters pertaining to figure skating shall be restricted to eligible Club members who are registered as Associate Members of SKATE CANADA and are of legal age; and to Special members of the Club voting on behalf of their children who are members of the Club. Special members shall be restricted to one vote per family regardless of how many children are in the family. The Club must allow the SKATE CANADA Coaching Representative to take part and have a vote in meetings of the Executive and the Club General Meetings.

Funds

By-Law 31

All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Executive.

By-Law 32

The treasurer shall be responsible for borrowing funds from a financial institution if the need arises. The decision to borrow funds must be agreed upon by a quorum of executive members.

By-Law 33

All disbursements of the funds of the Club shall be by cheque or other auditable document. No committee shall have the power to incur any expenditure on behalf of the Club until such expenditure has been ratified by the Executive.

By-Law 34

The books, accounts and records of the secretary and Treasurer shall be audited once each year by a duly qualified accountant or by two members of the Club elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted at the Annual Meeting of the Club. The fiscal year of the club shall be June 1 to May 31.

The books and records of the Club may be inspected by any member of the Club at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

Committees

By-Law 35

Ice and Music Committee

This committee shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the Club.

This committee shall arrange for music at Club sessions, purchase audio visual aids as approved by the Executive and ensure, where appropriate, that SKATE CANADA or other suitable Dance music is available for practice and tests.

By-Law 36

Test Committee

This committee shall be responsible for arranging and supervising all tests (in consultation with the appointed referees), obtaining Judges for SKATE CANADA Tests, keeping Club records of Tests, preparing Test records for forwarding to SKATE CANADA and for the encouragement of potential SKATE CANADA skaters and judges. This committee shall also be responsible for collecting fees and maintaining appropriate records of same.

By-Law 37

Competition Committee

This committee shall be responsible for arranging and supervising all competitions (in consultation with the appointed referees). In addition, this committee shall assist and promote Judges Schools and Clinics and assist the Section Judges Chairman. This committee is also responsible for notifying members of all upcoming competitions. This committee shall also be responsible for collecting fees and maintaining appropriate records of same.

By-Law 38

Ways and Means Committee

This committee shall be responsible for raising funds for the operation of the Club and for maintaining appropriate records of same.

By-Law 39

Recreational Programs Committee

This committee shall assist the coaching staff in grouping skaters and organizing sessions for the CANSKATE, CANPOWERSKATE and PRECISION Programs. This committee is also responsible for ordering recreational program supplies, maintaining progress records and conducting parent/skater orientation sessions.

By-Law 40

Each committee shall designate a member to take and keep minutes of any meetings of said committee.

Amendments

By-Law 41

Any member of the Club, in good standing, may propose an amendment to the By-Laws of the Club. This proposal must be submitted in writing to the Executive of the Club. The proposed amendment will be presented to the next general or annual meeting falling 21 days or more after the date of submission. No amendment to the By-Laws of the Club shall be accepted from the floor at any meeting.

By-Law 42

By-Laws may be enacted or amended by special resolution of the members as defined in Section 1 (d) of the Societies Act. Such By-Laws or amendments must be presented at the next general meeting for ratification; if they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

By-Law 43

Any amendment to be accepted or ratified must pass by a vote of $\frac{3}{4}$ of those present and eligible to vote at an annual or general meeting of the Club.

By-Law 44

All amendments become effective immediately after they are passed and approved by the Registrar of Corporate registry. All such amendments shall be submitted to the national Office of SKATE CANADA.

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.

Order of Business

By-Law 45

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

- Calling the Meeting to order
- Quorum
- Reading previous minutes
- Reviewing "Club" correspondence
- Treasurer's Report
- Committee Reports
- Discussion of Committee Reports
- Special Committees
- Election of Executive Officers and Members
- Amendments to the Constitution/By-Laws
- Appointment of Auditors
- Unfinished business
- New business
- Adjournment

Adopted by the Lacombe Figure Skating Club

On _____ of _____, _____.

Signed:

President

Secretary

Lacombe Figure Skating Club Flow Chart

