

## **BY-LAWS OF THE SPRINGBANK FIGURE SKATING CLUB**

By-law 1. The name of the Club shall be SPRINGBANK FIGURE SKATING CLUB (hereinafter called the "Club"). The Club is a not-for-profit skating club that is a member of Skate Canada and is managed by a volunteer board of directors (the "Executive") for the general purpose of providing Skate Canada figure skating and skating programs for Skate Canada Members as described in further detail below.

### **SKATE CANADA**

By-law 2. (a) The Club shall be a member of Skate Canada.

- (b) The Club shall pay such fees and other charges as shall be required of clubs from time to time by Skate Canada.
- (c) The Club is located in the ALBERTA / NORTHWEST TERRITORIES / NUNAVUT Section ("Section") of Skate Canada.
- (d) The by-laws, rules and regulations of Skate Canada and those of the Section in which Club operates shall take precedence over any Club By-laws, and the Club shall abide by all Skate Canada by-laws, rules and regulations.
- (e) Any Club By-law that is contrary to the by-laws, rules or regulations of Skate Canada or those of the Section in which the Club operates shall be invalid. Any provincial statute governing the Club has precedence over any inconsistent Skate Canada by-law relating to the Club.
- (f) The Club, with respect to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Active Members, Individual Members or Special Members of the Club.
- (g) 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.
- (h) The Club shall operate only Skate Canada figure skating and skating programs.
- (i) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

## **MEMBERSHIP**

By-law 3. Membership in the Club shall be open to all irrespective of sex, age, creed, or colour.

By-law 4. All members shall uphold, observe and conform to the by-laws, rules and regulations 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 and conduct themselves in a manner that does not jeopardize the reputation of the Club.

By-law 5. All members of the Club (except Special Members) shall be registered with Skate Canada and shall pay the registration and other fees as set forth by Skate Canada. The Club shall collect the registration fee on behalf of Skate Canada unless, in the case of a Partial Member, the Partial Member has paid the required Skate Canada registration and other fees to the Partial Member's home club. Members will not be permitted to take part in any Club activities if the fees referred to herein or otherwise required by the Club are not paid within 45 days of the date set for payment.

By-law 6. All members of the Club, to be considered in good standing, must have paid in advance of the membership year in question the membership fees as are stipulated and approved by the Executive of the Club. Members in arrears shall be considered as having terminated their Club membership. A condition of reinstating the Club membership shall be full payment of any monies owed to the Club or monies which the Club collects on behalf of Skate Canada. Members wishing to terminate their Club membership may do so by letter addressed to the Club President and delivered either by email or by placing the letter in the Club's mailbox at the home rink. Termination of such membership shall be effective upon delivery to the President. Any termination of Club membership shall not affect the right of the Club, at the discretion of the Executive, to pursue payment of any monies owed to the Club by the Member.

By-law 7. All members of the Club must be paid members of the Springbank Park for All Seasons Agricultural Society.

By-law 8. Fees, skating rules and skating hours for the Club shall be as the Executive decides from time to time. Club membership shall commence on the first day of

September of a year or the date that fees are paid (whichever is the later), and shall terminate on the 31st day of August the following year.

By-law 9. The Executive may, by written notice, suspend or expel or terminate membership of a member for acting contrary to the by-laws, rules or regulations of Skate Canada or the Club.

By-law 10. The Executive shall develop a suspension/expulsion and termination of membership policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling or for termination of a Club membership on terms and conditions that are deemed appropriate and necessary by the Club Executive. This policy shall be approved by the Club Executive from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures.

By-law 11. The classes of membership, eligibility and privileges shall be as follows:

- **ACTIVE MEMBERSHIP:** 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 shall have one vote each at each Annual General Meeting and Special Meeting of the Club. Underage Active Members have no vote but are represented by Special Members.

- **SPECIAL MEMBERSHIP:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club. All Special Members shall have one vote per family at each Annual General Meeting and Special Meeting of the Club.

- **PARTIAL MEMBERSHIP:** Eligible skaters who are of the legal age of 18 or the parent or guardian of legally underage Active Members, who have paid the fees as set by the Club but whose home club is not the Club. Partial Members shall have no vote at Annual General Meetings or Special Meeting of the Club.

- **INDIVIDUAL MEMBERSHIP:** Non-skating members who have paid the

fees as set by the Club and are Associate Members of Skate Canada. Individual Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

### **LIABILITY**

By-law 12. 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. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in Skate Canada's Club Liability and Member Accident Insurance program.

### **CLUB EXECUTIVE**

By-law 13. The general management of the Club and conduct of its affairs shall be vested in an Executive consisting of: Immediate Past President, President, Vice-president, Secretary, Treasurer, Assessment Coordinator, Publicity Chair, Volunteer Chair, and two Members-at-large. All of the above, with the exception of the Past President, shall be elected each year at the Annual General Meeting. Executive positions are voluntary, and no member of the Club Executive shall be paid for their services. The Executive may invite to Executive Meetings Coaches or other persons who have particular knowledge or expertise regarding the Club or its operations and may pay for the attendance of the persons invited.

By-law 14. Each member of the Executive shall have one vote and shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Executive may resign or be removed by the Club members by a 2/3 majority vote at a Special Meeting duly called for that purpose.

By-law 15. Casual vacancies occurring in the Executive between any Annual General Meetings of the Club may be filled until the next Annual General Meeting by a majority vote of the remaining Executive, or in the case of the Coaching Representative, by the coaching staff.

By-law 16. The President shall act as Chair of all Executive general meetings, Annual General Meetings and Special Meetings. In President's absence, this duty will be filled by the Vice-president.

By-law 17. The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive on a regular basis an annual budget, and keeping such records as are required for audit or financial review. The Treasurer shall be responsible for arranging for an unaudited annual financial statement. All cheques and legal documents shall be signed by any two of the President, the Vice president, the Secretary and the Treasurer. The Treasurer shall retain all records pertaining to the position and give them to the Treasurer's successor in due course.

By-law 18. The Secretary shall deal with all correspondence subject to the approval of the President or the Secretary's delegate, shall issue all notices for Executive meetings, Annual General Meetings and Special Meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada by-laws, rules or regulations. The Secretary shall retain the minutes and other records and give them to the Secretary's successor in due course.

By-law 19. The President shall be an ex-officio member of all committees.

By-law 20. A quorum of the Executive shall consist of 50% of the Executive plus 1, including the Chair. The rules of order for all meetings shall be as determined by the Board from time to time.

By-law 21. The President shall appoint chairs to standing committees which shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

By-law 22. The Club Delegate (or alternate) to Skate Canada and/or the Section shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. The Skate Canada National Office and Section shall be advised of the appointed Delegate's name.

By-law 23. The members of the Executive, members and chairs of committees, and the Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate or Special Members of the Club, be of legal age, and be eligible persons, with the exception of the Coaching Representative.

By-law 24. Members of the Executive who fail to maintain their membership with the Club, are ineffective in performing or do not perform the duties required of them, who are

absent for more than four (4) consecutive scheduled Executive Meetings, Annual General Meetings or Special Meetings without good cause, or who have engaged in illegal or unethical behaviour, may be removed from their position on the Executive if a majority of the remaining members of the Executive vote in favour of this action, and such vacated position shall be filled by the Executive in accordance with By-law 16.

By-law 25. A majority of the Executive shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

### **ANNUAL GENERAL MEETING AND SPECIAL MEETINGS**

By-law 26. Written notice of an Annual General Meeting shall be given 21 days in advance to each eligible voting member by email by being sent to the most recent email address provided to the Club by the Member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to the by-laws, and a complete list of the candidates nominated for elections. An Annual General Meeting shall be held within forty days of the close of the winter skating season at which the Executive that are up for election for the following year shall be elected. Other meetings may be held from time to time upon the request of the Executive or upon the written request of 50% percent of the Club members. A quorum for an Annual General Meeting or Special Meeting shall be fifteen per cent of the eligible voting members.

By-law 27. Written notice of Special Meetings shall be given 21 days in advance to each eligible voting member by email by being sent to the most recent email address provided to the Club by the Member. The notice shall include the time and place of the meeting and the agenda.

By-law 28. 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. In the event of a tie for any position or matter, a run-off ballot or revote will be held immediately.

By-law 29. Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and of legal age and to Special Members of the Club voting on behalf of their children, who are members of the Club and registered as Associate Members of

Skate Canada. Special Members shall be restricted to one vote per family regardless of how many children are in the family.

By-law 30. The required 21 days' notice for an Annual General Meeting or a Special Meeting may be waived by a majority vote of the Members present at the Special Meeting.

### **FUNDS**

By-law 31. All Club funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Executive.

By-law 32. All disbursements of Club funds shall be by cheque or other auditable document.

By-law 33. The Club does not have the right to borrow money.

By-law 34. An audit of the financial transactions of the Club shall be made each year by a person designated by the Executive and the financial statements shall be made available to the membership of the Club. The members of Club have the right to inspect the books and records of the Club at any time convenient for them and the Secretary or Treasurer of the Club.

### **CARNIVAL COMMITTEE**

By-law 35. This committee, at those times the Executive elects to hold a carnival, shall be responsible for the planning and production of the carnival. A Club professional may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Carnival Committee.

### **NOMINATING COMMITTEE AND NOMINATIONS**

By-law 36. The nominating committee is responsible for ensuring a full slate of candidates for election to the Club Board of Directors and shall present such slate to the Board of Directors no later than 21 days before an Annual General Meeting. The nominating committee shall consist of a minimum of two members from the Board of Directors, including the Chair. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 5 days before the Annual General Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

## **AMENDMENTS**

By-law 37. These By-laws may be rescinded, altered or added to by a "Special Resolution". A special resolution means a resolution passed at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and by the vote of NOT LESS than 75% of those members who are present and vote in favor of the resolution. A special resolution may also mean a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution. All amendments become effective immediately upon being passed by Special Resolution (unless the motion of amendment specifies otherwise) and once registered by the Registrar under the *Societies Act* if such registration is required by law.

By-law 38. Any member of the Club, in good standing, may propose an amendment to the bylaws of the Club by submitting the proposed amendment in writing to the Executive of the Club. The Executive may determine by a majority vote to amend the By laws. Any such amendment will be presented at the next general or annual meeting in accordance with the requirements of a special resolution.

By-law 39. By-laws may be enacted or amended by a majority vote (50% plus 1) of the Executive whenever required. Such By-laws or amendments must be presented at the next General Meeting for ratification by the members. If the By-laws or amendments 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 40: All amendments to the By-laws shall be submitted to the Section and filed with Corporate Registry.

## **ORDER OF BUSINESS**

By-law 41. The order of business at Annual or general meetings of the Club shall be as follows:

- a. Reading of the Notice of Meeting
- b. Quorum



- c. Approval of Agenda
- d. Presentation of the Minutes of the preceding general or special meeting
- e. Confirmation of the actions taken by the Executive
- f. Secretary's Report
- g. Treasurer's Report
- h. Other reports
- i. Election of Executive
- j. Amendments to the By-laws
- k. Identification of persons to conduct the financial review
- l. New Business

## **RULES**

By-law 42. The functions of the Club and the conduct of its members shall be governed by the regulations listed below in order of precedence:

- a. Rules of Skate Canada
- b. By-laws of the Club
- c. Motions passed at Annual or Special Meetings of the Club
- d. Motions passed by the Executive of the Club