

## Constitution of Skate Harrow Skating Club

- Article 1**            **The name of the Club shall be Skate Harrow, herein after called the Club.**
- Article 2**            **SKATE CANADA**
- A. The Club shall be a member 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 Western Ontario 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 persons 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.**
  - D. The Club shall be carried on without the purpose of gain for its members and any profit or other accretions to the Club shall be used in promoting its objects.**
- 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 SKATE HARROW SKATING CLUB

#### **MEMBERSHIP**

- By-Law 1**            **Membership in the Club shall be open to all irrespective 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 Board of Directors of the Club, hereinafter called the Board.**
- 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 Board.**
- By-Law 5**            **Members in arrears will not be permitted to take part in any club activity. If any such arrears are not paid within 30 days of the date set for payment, such members**

shall be considered as having terminated their membership. Any extension to this time limit can be made at the discretion of the Board.

**By-Law 6** Fees, age limits, skating rules and skating hours shall be as the Board decides from time to time. Membership shall be from the first day of the skating season until the first day of the skating season of the following year. Club membership (SKATE CANADA affiliation) 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 Board may, by written notice, terminate membership for a member for acting contrary to the Rules and Regulations of SKATE CANADA and the Club or the Constitution and By-Laws of the Club. The Board shall give to the individual a written explanation for the termination of membership on request. Such termination shall not relieve the member from liability for payment of any charges incurred for Club services. A member whose membership is to be terminated or suspended for a set period of time shall have the right of an appeal to the Executive and to the General Meeting of members.

The Board shall have the authority to suspend a member for a set period of time due to conduct detrimental to the best interests of the Club. The duration of such suspension will be at the just discretion of the Board.

A member whose membership is to be terminated shall have the right of an appeal to the Executive and to a General Meeting of Members.

**By-Law 8** The classes of membership and privileges shall be as follows:

**A. ACTIVE MEMBERSHIP**

All eligible skaters who have paid the fees set forth by the Club and are Associate Members of SKATE CANADA registered through the Club, and any eligible skater who is a resident of the Town of Essex (which includes the former town of Harrow and Colchester South Township), is already an Associate Member of SKATE CANADA registered through another Club, and has paid the fee as set by that Club. Active Members shall be entitled to participate in all the activities of the Club, complying with privileges and regulations as established by the Board. 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).

**A. NON-RESIDENT MEMBERSHIP**

Any eligible skater who is already an Associate Member of SKATE CANADA registered through another Club and has paid a fee as set by the Club, may have ice time for practice only. Such members receive no club or group lessons, have no vote and may not hold office. Privileges may be extended from time to time only at the discretion of the Board.

**B. SPECIAL MEMBERSHIP**

Any 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.

**C. 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.

**D. HONOURARY MEMBERSHIP**

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

**E. POWERSKATING MEMBERSHIP**

Any eligible skater who has paid the fees set by the Club for participation solely in the Power skate Program. Power skating members have no vote and may not hold office.

**By-Law 9 NOMINATIONS**

A full slate of candidates for election to Club office shall be presented by the Nominating Committee to the Board at the Annual Meeting in the year in which an election is to be held. Each Nominee must indicate his/her acceptance of the nomination in writing prior to the Annual Meeting. Other nominations may be made by any voting member in good standing by a submission in writing to the Nominating Committee at least 3 days before the Annual Meeting.

**By-Law 10 ELECTIONS**

At the Annual General Meeting, the general membership shall elect up to fifteen (15) persons to serve on the Board, retaining at least three (3) past Directors. The elected Board will then, in closed session, elect the President and other officers from within its membership.

**By-Law 11** The general management of the Club shall be vested in a Board of Directors consisting of the following: Elected officers of the Club (President, Vice-President, Corresponding Secretary, Recording Secretary and Treasurer); Immediate Past President; a maximum of ten (10) elected Directors and a Coaching Representative for a total of seventeen (17) members maximum. The duty of the Board of Directors will be to carry out the purposes of the Club as set forth in the Constitution.

**By-Law 12** The Board shall hold office until the close of the meeting at which their successors have been duly elected.

**By-Law 13** Any officer or Member of the Board wishing to resign shall notify the Secretary in writing before relinquishing his/her duties.

Any Board Member who misses (3) consecutive meetings without good reason shall be considered as having resigned.

**Any Board Member not fulfilling his/her duties as a Board Member (as determined by the Board) may be asked for his/her resignation.**

**The Board Member in question shall retain the right of Appeal in these situations.**

**By-Law 14**      **Vacancies occurring in the Board may be filled by members appointed through a majority vote of the Board Members.**

**By- Law 15**      **DUTIES OF OFFICERS**

**PRESIDENT:** The President shall preside at all meetings of the Club and of the Board, and perform such other duties as are necessarily incident to the office of the President. If President and Vice-President are not available for a meeting, a chairperson (to be chosen prior to the meeting) shall be appointed.

Questions arising at meetings of the Club or of the Board shall be decided by a majority of votes and in the case of an equality of votes, the chairman shall cast the deciding vote. The President shall appoint an ex-officio member of all standing committees. The President shall appoint chairmen and members of all standing committees who shall look after duties assigned to them.

**VICE-PRESIDENT:** The Vice-President shall assist the President and substitute in his/her absence.

**TREASURER:** The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board a monthly statement on all accounts controlled by the Club, an annual budget and keeping such records as are required for audit.

**CORRESPONDENCE SECRETARY:** The Correspondence Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate; shall issue all notices for Executive or General Meetings; and shall be responsible for submitting to SKATE CANADA and Section such reports as are required by SKATE CANADA Rules or other regulations. The Corresponding Secretary shall also be responsible for Sunshine events in the club (including births, weddings, thank-yous, etc.).

**RECORDING SECRETARY:** The Recording Secretary shall keep and have charge of the Minute Books of the Club and shall keep full records and accurate minutes of the proceedings of all Club meetings.

**By-Law 16**      **A quorum of the Board shall consist of five (5) members.**

**By-Law 17**      **The Delegate to SKATE CANADA shall be appointed annually by the Board. The Delegate need not be a member of the Board. The SKATE CANADA National Office shall be advised of the name of the appointed Delegate.**

**By-Law 18**      **The members of the Board, 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 persons as defined by SKATE CANADA rules.**

**By-Law 19**      **A majority of the Board shall be Canadian citizens within the meaning of the Canadian Citizenship Act.**

## MEETINGS

- By-Law 20** General Meetings of the Club may be called from time to time on the instructions of the Board of the President.
- By-Law 21** Special Meetings of the Club must be called by the President at any time upon a request signed by at least five (5) percent of voting members in good standing. The purpose for which any Special Meeting is called shall be so stated in the notice of such meeting. A Quorum for a Special Meeting shall consist of five (5) percent of the voting members in good standing.
- By-Law 22** The Annual Meeting shall be held within sixty (60) days of the close of the winter skating season. A quorum for an Annual or General Meeting shall be five (5) percent of the eligible voting members.
- By-Law 23** All eligible voting members of the Club shall be notified of all General and Annual Meetings ten (10) days in advance of such meeting. The notification shall include the time and place of the meeting, the agenda, the nature of the proposed amendments to these By-Laws and a complete list of the candidates nominated for elections.
- By-Law 24** Voting on Club elections shall be by secret ballot. Voting on other matters shall be by a show of hands.
- By-Law 25** Voting for Club elections or on any matters pertaining to skating shall be restricted to:
1. Eligible Active Members
  2. Individual Members who are registered as associate Members of the CFSA and of legal age
  3. Special Members of the Club voting on behalf of their children, who are members of the Club (one vote per family regardless of how many children are in the family).
  4. Honourary Members
  5. The Coaching Representative

## ORDER OF BUSINESS

- By-Law 26** The order of business at Annual or General Meetings of the Club shall be as follows:
- A. Minutes of the preceding General Meeting
  - B. Confirmation of the actions taken by the Board
  - C. Secretary's Report
  - D. Treasurer's Report
  - E. Other Reports
  - F. Amendments to the Constitution and By-laws
  - G. Appointment of Auditors
  - H. Election of Board of Directors Officers and Members

## FUNDS

- By-Law 27** All Funds shall be deposited by the Treasurer (or other Board-designated person) in such banks in other institution as may be designated by the Board. The Club shall have the following accounts:

1. **SKATE HARROW Current Account** – A chequing account set up for the purpose of handling all financial transactions for the Club (with the exception of the accounts listed below). Signing authority shall be vested in any two (2) of the President, Vice-President and Treasurer.
2. **SKATE HARROW Carnival Account** – A chequing account set up for the purpose of handling all financial transactions pertaining to the Carnival. The account will be funded by resolution of the Board upon presentation of a Carnival budget by the Carnival Committee. Signing authority shall be vested in the Carnival Chairman, and one of either the President or the Treasurer of the Club. In the event there is no Carnival Chairman, signing authority shall be vested in any two (2) of the President, Vice-President and Treasurer.

**By-Law 28** All disbursements of the funds of the Club shall be by cheque or other auditable document.

**By-Law 29** An audit of the financial transactions of the Club shall be made each year by an auditor approved by the membership at the Annual Meeting. The audited statement shall reflect the position of all accounts and shall be made available to the membership of the Club.

#### COMMITTEES

**By-Law 30** **NOMINATING COMMITTEE:** The Nominating Committee shall consist of four members, two from the Board and two from the membership. The nominating Committee shall bring names of candidates for election to the Board not later than 15 days before an Annual Meeting in the year in which an election is to be held.

**PRO AND ICE COMMITTEE:** This Committee shall be responsible for making recommendations to the Board regarding the hiring of SKATE CANADA Coaches, acting as a liaison between the Board and the SKATE CANADA coaches, planning the ice and coach requirements and scheduling for all sessions and test days of the club. This Committee shall also be responsible for the supervision of the skating sessions and for the preparation of the rules governing behavior on or around the ice surface. It will also oversee that all SKATE CANADA coaches are demonstrating professional ethics in instruction, practice, enjoyment and advancement of the Club members in respect to any aspect of figure skating in accordance with the Rules and Policies of SKATE CANADA.

**GROUP INSTRUCTION COMMITTEE:** This Committee shall arrange suitable regular sessions, organize special sessions, and organize CanSkate programs and testing in these programs.

**MONITORS COMMITTEE:** This Committee shall be responsible for the arranging of skating instructors for the appropriate CanSkate session in conjunction with the Group Instruction Committee. This Committee shall also make the recommendation to the Board for skaters to attend the Advanced Instructor Clinic. In addition, the

Committee will compile the Club skaters' monitoring points achieved under the Carnival Point System based on the SKATE CANADA Certification Levels and present these results to the Carnival Committee.

**MEMBERSHIP COMMITTEE:** This Committee shall organize registration days, receive applications for membership, collect fees and issue receipts, submit a detailed record of fee receipts to the Treasurer, maintain records of members' addresses, telephone numbers, dates of birth, membership status, date of application, medical numbers, SKATE CANADA registration numbers and issue membership cards.

**TESTS AND COMPETITIONS COMMITTEE:**

**Competitions** – Arrange for distribution of competition entry forms. Maintain records of members' attendance and results at competitions. Compile members' points' accumulated and forward to Test Chairman.

**Tests** – Arrange and supervise all tests, obtain judges for SKATE CANADA tests, keep Club records of tests, prepare test records for forwarding to SKATE CANADA and encourage potential SKATE CANADA judges. Compile club members' points achieved under the Carnival Points System based on records of tests and records provided by other Committees. In addition, this committee shall assist and promote judges schools and assist the Section Judges Chairman.

**Gold Tests** – The committee will recognize Gold Test level achievement by skaters who are Skate Harrow Home Club Members at the time of their achievement.

**MUSIC COMMITTEE:** This Committee shall arrange for music to be played and a board member to be on duty at Club sessions, purchase records, tapes and cassettes as approved by the Board, ensure, where appropriate, that suitable SKATE CANADA or other suitable Dance records are available for practice and tests, and ensure equal opportunity for all Club members in playing music requests.

**FINANCE COMMITTEE:** This Committee shall be responsible for preparing the Club's annual budget and advising the Board as to proposed expenditures and investments.

**FUNDRAISING COMMITTEE:** This Committee shall be responsible for the recommendation to the Board and the implementation of all Board approved fund-raising projects.

**CONSTITUTION AND BYLAWS COMMITTEE:** This Committee shall be responsible for recommending amendments to the Club constitution and By-Laws.

**PUBLICITY COMMITTEE:** This Committee shall publish news-letters as required for Club members, maintain the bulletin board, and publish Club activities and Club members' achievements through posters, newspaper articles and/or radio announcements.

**COSTUME COMMITTEE:** This Committee shall be responsible for the upkeep and maintenance of the Club costume room, as well as for the rental of club costumes.

**PROPERTY COMMITTEE:** This Committee shall be responsible for the upkeep and maintenance of all Club property, excluding the costumes and the costume

room as well as for the rental of any Club property as may be approved by the Board.

**SPECIAL EVENTS COMMITTEE:** This Committee shall organize and produce Special Event days as approved by the Board.

**TELEPHONE COMMITTEE:** This Committee shall notify members of the Board or the General Membership as directed by the Board of Directors Executive.

**CARNIVAL COMMITTEE:** This Committee, at those times the Board elects to hold a Carnival, shall be responsible for the planning and production of the Carnival complying with SKATE CANADA rules and shall be responsible to the Board of Directors. SKATE CANADA Club Coaches may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Carnival Committee.

All Committees shall be responsible for submitting their recommendations to the Board, and shall be responsible to the Board for their activities.

- By-Law 31**      **AWARDING OF CARNIVAL SOLOS AND FEATURES:** *Items described in the Constitution and By-Laws should remain constant over the years. The point system may need to be updated and adjusted frequently to reflect changes (e.g. - the removal of figures). Therefore, this entire section will be removed from the Club By-Laws and will be outlined as Club Policy.*
- By-Law 32**      Any voting member of the Club, in good standing, may propose an amendment to the Constitution or By-Laws of the Club. This proposal must be submitted in writing to the Board. The proposed amendment will be presented at the next General or Annual Meeting falling twenty-one (21) days or more after the date of submission. No amendment to the Constitution or By-Laws of the Club shall be accepted from the floor at any meeting.
- By-Law 33**      By-Laws may be enacted or amended by a majority vote of the Board whenever required. Such By-Laws or amendments must be presented at the next General or Annual Meeting for ratification; if they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board for one calendar year.
- By-Law 34**      Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those present and eligible to vote at an Annual or General Meeting of the Club.
- By-Law 35**      All amendments become effective immediately after they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of SKATE CANADA.
- By-Law 36**      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/her own risk.  
The Club shall participate in the SKATE CANADA Club Liability Insurance Program.

**By-Law 37**      **The Secretary shall have the custody and control of the Corporate Seal. It shall not be affixed to any document except by the authority of a resolution of the Board of Directors and by such officer or officers who shall sign every document to which the seal is affixed in his/her presence.**

**By-Law 38**      **In the event of dissolution or winding-up of SKATE HARROW, all remaining assets after payment of liabilities shall be distributed to one or more recognized organizations at the discretion of the Board of Directors and with the approval of SKATE CANADA and/or other affiliated Club.**