

CONSTITUTION OF THE Airdrie Skating Club #1000927

Mission Statement: The Airdrie Skating Club is committed to providing an atmosphere that encourages enjoyment, personal development and achievement through quality skating programs.

ARTICLE I Definitions

1.1 The name of the club shall be Airdrie Skating Club hereinafter called the (“Club”).

ARTICLE II Skate Canada Membership

2.1 The Club shall be a member of Skate Canada.

2.2 The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.

2.3 The Club is located in the Alberta-NWT/Nunavut Section of Skate Canada.

ARTICLE III Purpose

3.1 The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.

3.2 The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are Registrants of Skate Canada.

3.3 The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligibility status of its members.

3.4 The Club shall only operate Skate Canada figure skating and skating programs.

3.5 Only Skate Canada professional coaches are permitted to teach figure skating and skating in the Club.

ARTICLE IV By-Laws

The by-laws, appended to the Constitution, shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Executive and control the property and activities of the Club.

The Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club by-law.

Any by-law contrary to the Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada by-law relating to that club.

4.1 MEMBERSHIP

(a) **By-law 1**

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

(b) **By-law 2**

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.

(c) **By-law 3**

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set by Skate Canada Board of Directors.

(d) **By-law 4**

To be considered in good standing all members of the Club must pay fees as are stipulated by the Executive. Members will not be permitted to take part in any Club activities if these fees are not paid within seven (7) days of the date set for payment. Members in arrears shall be considered as having their membership terminated.

Members in arrears to any Skate Canada club or professional coach will not be permitted to take part in any Club activity.

(e) **By-law 5**

Fees, skating rules and skating hours of the Club shall be as the Executive decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, September 1, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, August 31, unless membership is terminated by the Club or member prior to August 31.

(f) **By-law 6**

The Executive may, by written notice, terminate membership of a member for acting contrary to the by-laws, Rules and Regulations of Skate Canada or of the Club. The Executive shall give to the individual a written explanation for the termination of membership upon request. The individual, if he/she so desires, shall have the right of appeal to the Executive and to a Special Meeting of members upon filing a notice of appeal within 7 days of written notice of termination. The appeal must be heard prior to the Annual General Meeting of the current season.

(g) **By-law 7**

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

- (i) *Individual Membership:* Non-skating members who have paid the fees as set by the Club and are either Registrants of Skate Canada or Certified Professional Coaches. Individual members of legal age of 18 shall be entitled to one vote.
- (ii) *Active Membership:* All eligible skaters who participate in a Club skating program and who have paid the fees as set by the Club and are Registrants of Skate Canada. All Active Members of the legal age of 18 have one vote each. (Underage Active Members have no vote but may be represented by Special Members).
- (iii) *Special Membership:* Parent or Guardian of legally underage Active Members who have paid the fees as set by the Club and are Registrants of Skate Canada.
- (iv) *Partial Membership:* All eligible skaters who are Registrants or Restricted Members of Skate Canada through another HOME Club and have paid a reduced fee as set by the Club. Note: The conditions under which partial membership are granted shall be; ice time for practice, test and or lessons. They may not vote, nor hold office.
- (v) *Honorary Membership:* The Annual Meeting of members may elect any person as an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not have interests in the assets of the Club. They may not vote, nor hold office.
- (vi) *Restricted Membership:* A restricted Member is an individual who is a paid employee (of the Club, Section, or Association), a non-active coach, a performing professional skater or a professional dance partner. A Restricted Member is not permitted to hold elected office, may not vote

at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions.

4.2 LIABILITY

(a) **By-law 8**

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. The Club shall participate in the Skate Canada Liability and Member Accident Insurance programs.

4.3 CLUB MANAGEMENT

(a) **By-law 9**

The members of the Executive, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be Registrants of Skate Canada, be of legal age, be a parent/guardian of an active skating child paying Club dues (with the exception of the Past President, one (1) Director, Skate Canada Professional Coaches and the Coaching Representative) and be eligible persons as defined by Skate Canada rules.

(b) **By-law 10**

The general management of the Club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-President, Secretary, Treasurer, Test Chair, Registrar, Director/Fundraising, Director/PA Coordinator, Director/Volunteer Coordinator, one (1) Director at Large and a Coaching Representative.

All of the above, with the exception of the Past President and the Coaching Representative shall be elected for 2-year terms at the Annual General Meeting. The President and Vice-President, Director/PA Coordinator, Director/Volunteer Coordinator and one (1) Director at Large shall be elected in even numbered years, and the Secretary, Treasurer, Test Chair, Registrar, and Director/Fundraising shall be elected in odd numbered years. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Immediate Past President shall be ex-officio and shall hold office until a new President has been duly elected. The Coaching Representative shall be elected as per Skate Canada by-laws.

(c) **By-law 10A**

A paid Administrator will perform the daily administrative duties of the Club, including some duties of the Secretary, Registrar and the Treasurer. The specific responsibilities of this Administrator, including compensation, will be outlined in a contract renewed on September 1st of each year.

(d) **By-law 11**

The Executive shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Executive may be removed by the board members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

(e) **By-law 12**

A quorum of the Executive shall consist of 50% plus 1 (one) filled voting members of the Executive, including the Chair. Note: Questions rising at any meeting of the Executive shall be decided by a majority of votes. The President may vote only when the vote would change the result. Therefore, the President may vote to break a tie and thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Executive shall form a quorum.

(f) **By-law 13**

Casual vacancies occurring in the Executive may be filled by members appointed through a majority vote of the Executive, or in the case of the Coaching Representative, by the coaching staff. These members shall fill the vacated position for the unexpired portion of the term of office or directorship.

(g) **By-law 14**

If an Executive Member is absent for more than 3 consecutive scheduled Executive Meetings, without good cause and/or prior notification to the President or Vice-President, or is unable to attend 8 out of the 12 scheduled meetings, then that office may be declared vacant by a majority vote of the Executive.

(h) **By-law 15**

The President shall act as Chair of all executive and general meetings and shall be responsible for issuing all notices for executive and general meetings. In his/her absence, the Vice-president will fill this duty.

(i) **By-law 16**

The Treasurer shall be responsible for the safe control of all Club funds. President and/or Vice-President will work with Treasurer in preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. Any two of the President, Vice-President and Treasurer shall sign all cheques and legal documents.

(j) **By-law 17**

The Secretary shall be responsible for correspondence subject to the approval of the President or his/her delegate and shall take the minutes at all meetings. The Secretary shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

(k) **By-law 18**

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

(l) **By-law 19**

The President can appoint standing Committee Chairs whom shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

(m) **By-law 20**

All Executive and members of Committees shall be eligible persons with the exception of the Past President and one (1) Director at Large and shall be of legal age (18) years. They must be members in good standing of the Club and be Registrants of the Association.

(n) **By-law 21**

Rule of order for all meetings, General and Executive shall be as outlined in "Call to Order" in all cases in which they are applicable and consistent with the by-laws or special rules of the Association.

4.4 SKATE CANADA CLUB DELEGATE

(a) **By-law 22**

The Club Delegate to Skate Canada or alternate shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. Skate Canada National Office shall be advised of the appointed delegate's name.

4.5 ANNUAL MEETING

(a) **By-law 23**

An Annual General Meeting shall be held within thirty (30) days of the close of the winter skating season. Other special meetings may be held from time to time upon the request of the Executive or upon written request of 5 % of Club members. A quorum for an Annual General Meeting or Special Meeting shall be 5% of the eligible voting members.

(b) **By-law 24**

Written notice of all Annual General Meetings and Special Meetings shall be provided 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 for election.

(c) **By-law 25**

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.

(d) **By-law 26**

Voting for Club elections on any matters pertaining to skating shall be restricted to eligible Club members who are Registrants of Skate Canada and are 18 years of age, to the Club Coaching Representatives, and to Special Members of the Club voting on behalf of their underage children (who are members of the Club and Registrants of Skate Canada.) Special members shall be restricted to one vote per family regardless of how many children are in the family.

(e) **By-law 27**

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

- Minutes of the preceding General/Special Meeting
- Treasurer's Report
- Coaches' Report
- Test Chair Report
- Other Reports
- Election of Executive Members
- Amendments to the Constitution and By-laws
- Appointment of Auditors

4.6 AMENDMENTS

(a) **By-law 28**

Any 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 Executive of the Club. The proposed amendment will be presented at the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendments to the Constitution or by-laws of the Club shall be accepted from the floor at any meeting.

(b) **By-law 29**

By-laws may be enacted or amended by a majority of the Executive whenever required. 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.

(c) **By-law 30**

Any amendment to a by-law or constitution, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and be present at an Annual General Meeting of the Club.

(d) **By-law 31**

All by-law and constitutional amendments become effective immediately following the Annual General Meeting if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the Skate Canada National Office. 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 and/or by-law.

4.7 FUNDS

(a) **By-law 32**

The Director/Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Executive.

(b) **By-law 33**

All disbursements of Club funds shall be by cheque or other auditable document.

(c) **By-law 34**

A third-party person designated by the Executive shall make a review of the financial transactions of the Club within 60 days of Fiscal Year End. The financial statements shall be made available to the membership of the Club upon request.

(d) **By-law 35**

In the event that the Club ceases to exist, the net assets from liquidation shall be held in trust and the Executive at the time shall decide where the assets shall go.

(e) **By-law 35a**

Skater Credit Account: In the event that a member leaves the Club with a credit in their personal skater credit account, the balance will be absorbed into the Club after a period of no less than 3 (three) years. These funds would be donated to one of the following charities, at the discretion of the board: JumpStart, KidSport or Alberta Figure Skating Foundation. The Director/PA Coordinator, President, Vice-President or Administrator will attempt to contact non-member by e-mail, phone and/or mail, at minimum, 3 times prior to absorbing left over credit.

4.8 COMMITTEES

(a) **By-law 36**

Executive has authority to create ad hoc committees as required. Each ad hoc committee is responsible to the Executive and it is discharged on completion of its assignment.

PROPOSED FOR:

Skate Canada

Airdrie Skating Club AGM: April 23, 2016