



By-laws

Club Name: Sylvan Lake Figure Skating Club

Incorporation Date: Nov. 22, 1977

Bylaws Revision Date: April 2, 2012

**Box 9005
Sylvan Lake, Alberta
T4S 1S6**

BYLAWS OF THE

Sylvan Lake Figure Skating Club
Name of Club

1000840
Club Number

November 22, 1977
Date of Incorporation

April 2, 2012
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By-Laws of the Sylvan Lake Figure Skating Club

MEMBERSHIP

By-Law 1

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

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.

By-Law 3

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set forth in Skate Canada Rule Book.

By-Law 4

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

By-Law 5

Members in arrears will not be permitted to take part in any club activity. If any arrears are not paid within thirty (30) days after notification, such members shall be considered as having terminated their membership. Notification will be at the discretion of the Sylvan Lake Figure Skating Club Board of Directors.

By-Law 6

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

By-Law 7

The Board of Directors may, by written notice, terminate membership of a member or remove a member of the Board of Directors from his/her position for acting contrary to the Rules and Regulations of Skate Canada or the Club upon two-thirds vote of all the members of the Club in good standing. A written explanation is to be given to the skater or Board of Directors member whose membership is to be terminated. The individual if he/she so desires, shall have the right of appeal to the Board of Directors and to a General Meeting of members. A member may withdraw membership by written notice to the Board of Directors.

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 are entitled to one vote.

B. Active Membership

All amateur skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All active members of legal age of 18 have one vote. Underage Active members have no vote but are represented by Special Members as in 8C.

C. Special Membership:

Parent or guardian of legally under age 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. Associate Members have no vote and may not hold office.

E. Power Skating Membership:

Any amateur skater who has paid the fees set by the Club for participation solely in a Skate Canada CANPOWER-SKATE Program. Power Skating members have no 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.

G. 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.

LIABILITY

By-Law 9

The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor of the Club regardless of the reason or nature of such damage, loss or injury: and further more, every member, guest or visitor shall use the Club facilities at his or her own risk.

CLUB MANAGEMENT

By-Law 10

The members of the Board of Directors, members and Chairs of committees, and the Club 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 (with the exception of the coaching Representative) as defined by Skate Canada Rules.

By-Law 11

The general management of the Club shall be vested in Board of Directors consisting of: Immediate Past-President, President, Vice-President, Secretary, Treasurer, a minimum of five (5) Directors at large and the 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 Secretary and three Directors at large shall be elected in even number years and the Vice-President, Treasurer and the remaining two Directors at large shall be elected in odd numbered years. The Coaching Representative shall be elected annually by and from within the coaches of the club. The Past-President shall be ex-officio and shall hold office until a new President has been duly elected.

By-Law 12

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors who does not perform their duties as outlined by these by-laws can be removed by the members by a 2/3 majority vote.

By-Law 13

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

By-Law 14

If a Board of Directors member is absent for more than 3 consecutive scheduled Board Meeting, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

By-Law 15

The President shall act as chairman of all Board of Directors and general meetings. In his/her absence, the Vice-President will fill this duty.

By-Law 16

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors an Annual Budget and for keeping such records as are required by audit. All cheques and legal documents shall be signed by any two of the President, the Treasurer, and the Secretary. The Board of Directors 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 Board of Directors. Custody of the seal is to be the responsibility of the Secretary.

By-Law 17

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate and shall issue all notices for Board of Directors or general meetings. The secretary shall be responsible for taking minutes at all meetings and for distributing copies of these minutes at the next meeting. The secretary shall keep copies of these minutes for future references.

By-Law 18

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

By-Law 19

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

By-Law 20

A quorum of the Board of Directors shall consist of 50% plus 1 member of the Board of Directors, including the President.

By-Law 21

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

By-Law 22

The Board of Directors shall appoint the Delegate to Skate Canada annually. The Delegate needs not to be a member of the Board of Directors. Skate Canada National Office shall be advised of the name of the appointed delegate.

By-Law 23

The members of the Board of Directors, members and Chairperson 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 legal age and be amateurs as defined by Skate Canada.

By-Law 24

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

ANNUAL GENERAL MEETING

By-Law 25

An Annual General Meeting shall be held within thirty (30) days of the close of the winter skating season. Other general meetings or special meetings may be held from time to time upon the request of the Board of Directors or upon written request of five (5) members of the Club. A quorum for an annual, general or special meeting shall be 10% of the eligible voting members, or as decided by vote of the members present at the annual, general or special meeting. All members will be given notice of meetings in writing, by telephone or e-mail.

By-Law 26

Written notice of all Annual General Meetings and Special Meetings shall be given ten (10) days in advance to each eligible voting. 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 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 27

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

By-Law 28

Voting for Club elections or on any 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 Board of Directors and the Club General Meetings.

By-Law 29

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

- *Reading of the Notice of Meeting
- *Quorum
- *Approval of Agenda
- *Minutes of the preceding General/Special meeting
- *Secretary's Report
- *Treasurer's Report (Annual Financial Statement)
- *Other Reports
- *Election of Board of Directors
- *Amendments to the Constitution and By-laws
- *Appointment of Auditors (as applicable)
- *New Business
- *Adjournment

FUNDS

By-Law 30

The Treasurer shall deposit all funds or designated person in such banks or other institutions as may be designated by the Board of Directors.

By-Law 31

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

By-Law 32

An audit of the financial transactions of the Club shall be made once a year by an Auditor designated by the Board of Directors and the audited statement shall be made available to the membership of the club. The books and records of the Club may be inspected by any member of the Club at the annual meeting or at any time upon given reasonable notice and arranging a satisfactory time for the officer/officers having charge of the books and records.

By-Law 33

In the event the club ceases to exist, the net assets from liquidation will be donated to another charitable organization.

By-Law 34

For the purpose of carrying out its objects, the club may borrow or raise, or secure the payment of money in such manner as it deems reasonable, and in particular by the issue of debentures with the sanction of a special resolution as defined by the Societies Act.

COMMITTEES

By-Law 35

Carnival Chair/Committee:

This committee, at those times the Board of Directors elects to hold a Carnival, shall be responsible for the planning and production of the Carnival. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Carnival Committee.

By-Law 36

Bingo Chair/Committee:

This committee shall be responsible for the booking, scheduling, and the safe control of all funds. This committee shall be the Liaison between the Board of Directors, members and the Bingo Hall.

By-Law 37

Test & Competition Chair/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 the same. Also, this committee shall be responsible for arranging and supervising all competitions (in consultation with the appointed officials). 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 and is responsible for collecting fees and maintaining appropriate records of the same.

By-Law 38

Fundraising Chair/Committee:

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

By-Law 39

Program Chair/Committee:

In consultation with the club coaching staff, this committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to CanSkate, Synchronized Skating, Group STAR, STARskate. This committee is also responsible for scheduling the ice, ordering program supplies, maintaining progress records and conducting parent/skater orientation sessions along with the coaches.

By-Law 40

Registration Chair/Committee:

This committee is responsible for promoting and developing membership in the club and for ensuring submission of club and member registrations to Skate Canada.

By-Law 41

Public Relations Chair/Committee:

This committee shall be responsible for promoting and developing the membership in the club. This committee shall be responsible for creating and sending out monthly newsletters and updating the bulletin board on a monthly basis. Any advertising and promotion of club events, flyers, and brochures shall be completed by this committee.

By-Law 42

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 Board of Directors. The proposed amendment will be presented at the next Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the By-Law of the Club shall be accepted from the floor at any meeting.

By-Law 43

By-Laws may be enacted or amended by a minimum vote of 75% of the members in favour of this special resolution. Such By-Laws or amendments must be presented at any General Meeting for ratification by the members. The By-Laws must be rescinded, altered, or added to by a "Special Resolution". If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

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 and to Alberta Consumer and Corporate Affairs. 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 of spirit, any Skate Canada rule and/or bylaw.

By-Law 45

No officer or member of the association shall receive any remuneration for his/her services.

Adopted by:
Sylvan Lake Figure Skating Club

on _____ of _____
(day) (month) (year)

Signed

(President)

(Date)

Signed

(Secretary)

(Date)