



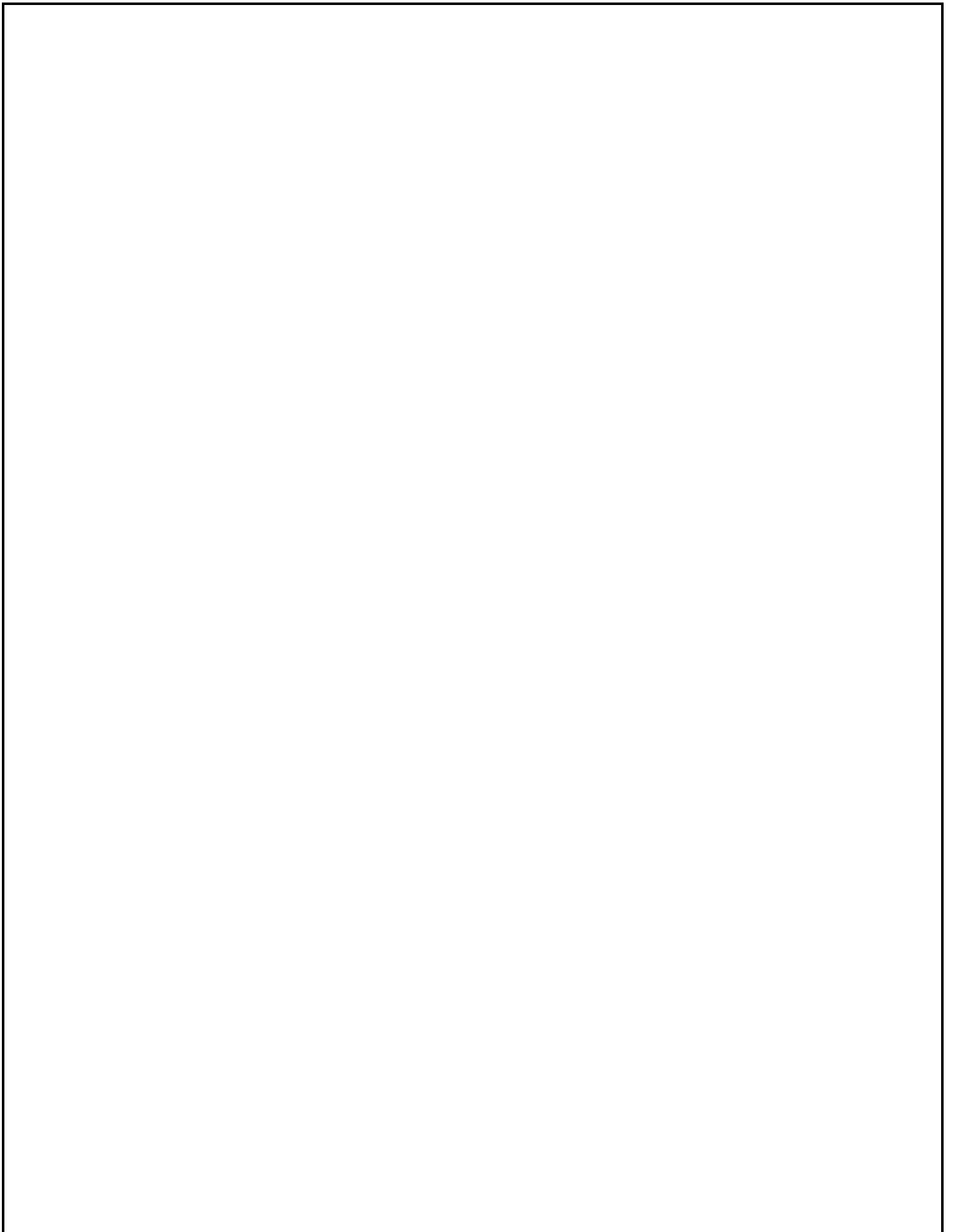
**INNISFIL  
SKATING CLUB**

# **CONSTITUTION AND BY-LAWS OF THE INNISFIL FIGURE SKATING CLUB**

Skate Canada Club Number: 1000441  
**Adopted** February 15<sup>th</sup>, 2005  
**Revised:** May 1, 2011



**SKATECANADA**  
**CENTRAL ONTARIO**



## **CONSTITUTION OF THE INNISFIL FIGURE SKATING CLUB**

**Skate Canada Club Number:** 1000441

**Date of Revision to Constitution:** February 15<sup>th</sup>, 2005 and May 1, 2011

### **ARTICLE 1: NAME OF CLUB**

The name of the Club shall be The Innisfil Figure Skating Club herein after called the Club.

### **ARTICLE 2: SKATE CANANDA**

- a) A not-for-profit figure skating club that operates without gain for its members, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for skate Canada members (Skate Canada By-law 11000(3)).
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada. [Skate Canada By-law 1201(1)(c)(ii), 1201 (1)(c)(viii) and 1201 (1)(c)(ix)].
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201(1)(c)(iv).
- d) The Club is located in the Central Ontario section of Skate Canada. See Skate Canada By-Law 1503 for definition of Sections.

### **ARTICLE 3: PURPOSE OF THE CLUB**

- a) 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.
- b) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201(1)(c)(iv)].
- c) 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.
- d) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

### **ARTICLE 4: BYLAWS OF THE CLUB**

- 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 Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and regulations of Skate Canada and those of the section in which the Club operates shall take precedence over any Club By-laws [Skate Canada By-law 1201(1)(c)(iv)].
- c) Any Club By-law contrary to the By-laws, 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 [Skate Canada By-law 1201 (1)(c)(iv)].

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

Skate Canada Club Number: 1000441

Date of Revision to By-Law: February 15<sup>th</sup>, 2005 and May 1, 2011

### **MEMBERSHIP**

#### **By-law 1: Club Membership**

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

#### **By-law 2: Skate Canada and Club By-laws, Rules and Regulations**

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 made by the Board of Directors of the Club.

#### **By-law 3: Membership Fees**

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada. (See Skate Canada By-law 1201 (1)(c)(ix), Skate Canada By-law (1202 (1)(a), Rule 2101, Policies and Procedures.)

#### **By-law 4: Member in Good Standing**

For any member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid net within 15 days of the date set for payment. Member's arrears shall be considered as having terminated their club membership.

#### **By-law 5: Skate Canada Skating Rules**

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the 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 6: Dispute Resolution**

For the purposes of these By-Laws, the Club Dispute Resolution Policy, together with the Skate Canada Policies 1204 will apply, including:

- Skate Canada Section Dispute Resolution Process
- Skate Canada Membership Harassment
- Skate Canada Membership Complaints, Investigation and Hearing Process

### **By-law 7: Suspension and Expulsion from the Club**

The Board of Directors may suspend or expel a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Club Board of Directors shall develop a suspension and expulsion policy in accordance with the *Skate Canada Complaint, Suspension and Expulsion Policy and Procedures* that contains a provision for suspending or expelling or any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors.

### **By-law 8: Classes of Club Membership**

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

- **Individual Membership:** Non-skating members who have paid the fees as set forth by the club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.
- **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 Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members).
- **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.
- **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. The conditions granted under this partial membership are for ice time for practice only. Partial Members may not vote at the Annual General Meeting or Special Meetings, and may not hold Board of Directors office.).
- **Honourary Membership:** At the Annual General Meeting, members may elect any person an Honourary member of the Club. An Honourary Member shall be exempt from club dues, but not Skate Canada dues, shall not have interests in the assets of the Club and shall not vote at meetings of the club unless otherwise qualified. They may have a voice at the meetings of the club.
- **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. [See Skate Canada By-law 1201 (1)(c)(xi) and 1202 (1)(e)].
- **Active Member with Non-voting or Restricted Voting Rights:** An active member is a member who meets the criteria included in Skate Canada By-law 1201 (1)(c)(i) and 1202 (1)(e).

## **LIABILITY**

### **By-law 9: Liability**

The Club must 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 the Skate Canada Liability and Member Accident Insurance programs [Skate Canada By-law 1201 (1)(c)(viii)].

## **CLUB MANAGEMENT**

### **By-law 10: Members of Board of Directors, Committees and Club Delegate to Skate Canada**

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be 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: General Management of the Club**

The general management of the Club shall be vested in a Board of Directors consisting of:

- Immediate Past President
- President
- Vice President
- Secretary
- Treasurer
- Director of Advertising, Communications and Sponsorship
- Director of CanSkate
- Director of Volunteering
- Director of Fundraising
- Test Chair
- Registrar
- 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, Vice-President, Advertising, Communications and Sponsorship Director, Fundraising Director and Volunteer Director shall be elected in even numbered years, and the Secretary, Treasurer, CanSkate Director, Test Chair and Registrar 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. The Immediate Past President shall be an ex-officio member for a period of up one (1) years immediately following their term as President. The coaching representative shall be elected as per Skate Canada By-laws.

The roles and responsibilities for each board office are clearly defined in the Club policies.

### **By-law 12: Holding of Board Office**

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 may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose, unless By-law 16: Absenteeism is applicable, in which case members may be removed through a vote of the Board of Directors.

### **By-law 13: Conflict of Interest**

Each Board of Directors Member should avoid conflicts of interest between his/her personal life. If such conflict does arise, the Board of Directors Members must declare that conflict before the Board of Directors and refrain from voting on such matters.

### **By-law 14: Voting at Board of Directors Meetings**

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting Chair may vote only when the vote would negate the result. Therefore the Chair may vote to break a tie, and thus pass the motion, or to create a tie, and this defeat a motion (Skate Canada By-law 1420(5)).

### **By-law 15: Board of Directors Vacancies**

Casual vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next Annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.

### **By-law 16: Board of Directors Absenteeism**

If a member is absent for more than three (3) consecutive scheduled meetings without good cause, then that office may be declared vacant by a majority of vote of the Board of Directors.

### **By-law 17: Committees – President as ex-officio member**

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

### **By-law 18: Committees – Appointment**

The President shall 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.

### **By-law 19: Committees – Eligibility to Serve**

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

### **By-law 20: Rules of Order**

Rules of order for all meetings, General or Board of Directors, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of the Association (Skate Canada By-law 1603).

## **SKATE CANADA CLUB DELEGATE AND REGION COUNCILLORS**

### **By-law 21:**

The Club Delegate to Skate Canada and/or the Section shall be the Club President, unless otherwise appointed by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section or Skate Canada National Office shall be advised of the appointed delegate's name. The Club President shall act as Councillor and the Club Vice President as Alternate Councillor, to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

## **ANNUAL GENERAL MEETING**

### **By-law 22: Timing, Quorum, Special Meeting Request**

An Annual General Meeting shall be held within 60 days of the close of the March 31<sup>st</sup> fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 per cent of the eligible voting members (Skate Canada By-law 1201 (1) (c) (i)).

A person or designate by the Board of Directors shall make a review of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

### **By-law 23: Written Notice**

Written notice of all Annual General Meeting and Special Meetings shall be provided 15 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.

### **By-law 24: Voting on Club Elections**

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



### **By-law 25: Eligibility to Vote**

Voting on 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 are 18 years of age, to the club Coaching Representative(s) and to Special Members of the club voting on behalf of their underage children who are members of the club and registered as an Associate Member of Skate Canada.

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

### **By-law 26: Order of Business**

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
- Confirmation of the actions taken by the Board of Directors
- 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
- New Business

## **AMENDMENTS**

### **By-law 27: Right to Submit, Process for Submitting**

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

### **By-law 28: Interim Amendments**

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such By-Laws or amendments must be presented at the next General Meeting for ratification by members. 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 29: Voting of Amendments**

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

### **By-law 30: Effective Force of Amendments to By-laws**

All amendments to the by-laws upon receiving approval of any general or special meeting of members and in accordance with provincial government and Skate Canada rules shall come into force immediately or on a date specific for same. All such amendments shall be submitted to 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 or by-law.

## **FUNDS**

### **By-law 31: Deposits**

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

### **By-law 32: Disbursements**

All disbursements of club funds shall be cheques or other auditable documents.

### **By-law 33 – Dissolution**

In the event that the club ceases to exist, the net assets from liquidation shall go to Skate Canada – Central Ontario Skater Development Fund.

## **COMMITTEES**

Committees listed below are the most likely 'standing' committees that the club will require. Terms of reference for each committee shall be approved by the Club Board of Directors (For small clubs a Chair may replace a committee. For medium clubs a committee of 2-5 people is suggested.).

### **By-law 34: Nominating Committee**

The committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such as slate to the Board of Directors no later than 21 days before an Annual Meeting in the year in which an election is to be held. The nominating committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least three days before the commencement of elections. Nominations from the floor at the Annual General Meeting will not be accepted.

### **By-law 35: Finance Committee**

This committee shall be responsible for preparing the Club's annual budget and advising the Board of Directors as to proposed expenditure and investments. The committee will also oversee Skater Development and the Carnival/Ice Show.

**By-law 36: Carnival/Ice Show Committee**

Seasonal Carnivals and Ice Shows will be based on recommendations a business plan developed by the Finance Committee. A Carnival/ Ice show committee will then be established based on the recommendations of the Board of Directors. The committee shall be responsible for planning the production of the carnival/ice show. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chair of the Carnival Committee. As its first order of business, the committee shall use the business plan developed by the Finance Committee to develop or amend a committee terms of reference, for approval of the Board of Directors.

**Adopted by:**

The Innisfil Figure Skating Club on the 1<sup>st</sup> of May, 2011.

Signed \_\_\_\_\_ May 1, 2011  
Shawna Harrison, President

Signed \_\_\_\_\_ May 1, 2011  
Beth Williston, Secretary