

Constitution of the
OTONABEE SKATING CLUB
May 24, 2012

ARTICLE 1: NAME OF CLUB

The name of the club shall be Otonabee Skating Club, hereinafter called “the Club”.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit figure skating or skating club 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 1100(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-law 1201 (1)(c)(iv).
- d) The Club is located in the Eastern 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 rule, 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 emit 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: BY-LAWS OF THE CLUB

- a) 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 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.

BY-LAWS OF THE OTONABEE SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of sex, 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 Form

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 1201, Policies and Procedures.

By-law 4: Member in Good Standing

For a 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 within 10 days of the date set for payment, according to a schedule set out by the Board of Directors. Members in arrears shall be considered as having terminated their club membership.

By-law 5: Setting of Club Fees, Rules and Skating Hours

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 – September 1st, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year – August 31st.

By-law 6: 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 regulation of Skate Canada or of the Club. The Club board shall develop a suspension and expulsion policy, in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure, that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors 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 – see Skate Canada By-law 1204.

By-law 7: 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 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 skates 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 Members:** Parents and guardians can vote 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 are in the family.
- **Partial Membership:** All eligible skaters who are an Associate Member or Restricted Member of Skate Canada through another Home Club and have paid a reduced fee as set by the Club. Partial members have no vote but may have a voice at the Annual General Meeting or Special Meeting of Members.
- **Honorary Membership:** The Annual Meeting of members may elect any person as 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 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 qualifying competition, and is not permitted to officiate at tests or competitions – see Skate Canada By-law 1201(1)(c)(xi), By-law 1202(2) and Rule 2001.
- **Active Member (Non-voting rights)** – CanPowerSkate members have no voting rights but may have a voice at the Annual General Meeting or Special Meeting of Members. These active members (non-voting rights) may not be represented by Special Members – Skate Canada By-law 1201(1)(c)(ii) and 1202(1)(e).

LIABILITY

By-law 8: Liability

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

CLUB MANAGEMENT

By-law 9: Members of the 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 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 10: General Management of the Club

The general management of the Club shall be vested in a Board of Directors consisting of the, President, Vice-president, Secretary, Treasurer, three Directors at Large and a Coaching Representative. All of the above, with the exception of the Coaching representative in accordance with Skate Canada guidelines, shall be elected for two-year terms at the Annual General Meeting. The President, Treasurer and one Director at Large shall be elected in odd numbered years and the Vice-President, Secretary and two Directors at Large shall be elected in even 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 11: Holding of Board of Directors 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.

By-law 12: Voting at Board of Directors Meeting

A quorum of the Board of Directors shall consist of 50% plus one member of the Board of Directors, including the Chair. NOTE: 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 change the result. Therefore, the chair 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 Board of Directors shall form a quorum – Skate Canada By-law 1420(5).

By-law 13: Board of Directors Vacancies

Casual vacancies 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 14: Board of Directors Member Absenteeism

If a Board of Directors' member is absent for more than three (3) consecutive scheduled Board of Directors' meetings 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: 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.

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, and shall sign all cheques and legal documents together with the President. The treasurer shall prepare and submit to the Board a monthly statement on all accounts controlled by the Club, an annual budget and keep such records as are required for financial review by the auditing committee.

SECRETARY:

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate; shall issue all notices for the Board of Directors and General 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 rules and other regulations.

By-law 16: Committees – President as ex-officio member

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

By-law 17: 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 18: 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 19: Rules of Order

Rules of order for all meetings, General and 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

By-law 20: Club Delegate

The Club Delegate to Skate Canada and/or the Section shall be appointed if, and when required by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The delegate 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 21: Timing, Quorum and Special Meeting Request

An Annual General Meeting shall be held within 90 days of the close of winter skating season. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10% of Club members. A quorum for an Annual General Meeting or Special Meeting shall be 10% of the eligible voting members.

By-law 22: Written Notices

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 23: Voting on Club Elections

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.

By-law 24: Eligibility to Vote

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 are 18 years of age, to the Club Coaching representative 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 are in the family.

By-law 25: 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
- President's Report
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- New Business

AMENDMENTS

By-law 26: 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 10 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 27: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus one) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the 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 28: Voting of Amendments

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

By-law 29: Effective Forms of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified 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 and/or by-law.

FUNDS

By-law 30: The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 31: All disbursements of club funds shall be by cheque or other auditable document.

By-law 32: A special committee of two persons designated 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 33: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall be divided evenly amongst all members in good standing of the club.

COMMITTEES

Committees listed below are the most likely 'standing' committees that a club will require. Committee chairs are appointed annually by the President.

By-law 34: Nomination Committee

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year 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 seven (7) days before the Annual 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.

By-law 35: Membership 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 36: Test and Competition Committee

Competitions – This committee will arrange for distribution of competition entry forms and the collection of any monies if required. Maintain records of members’ attendance and results at competitions.

Tests – This committee will arrange and supervise all tests, obtain judges, keep Club records of tests, and prepare test records for forwarding to Skate Canada and Board of Directors.

By-law 37: Music Committee

This committee shall arrange for music to be played and for the purchase of music as approved by the Board. The committee is responsible in ensuring that a member of the Board or suitable associate member is available to play music during all ice sessions and that equal opportunity for all Club members exists in playing music requests.

By-law 38: Fundraising Committee

This committee shall be responsible for the recommendation to the Board and the implementation of all Board approved fundraising projects.

Note: Special program sub-committees as deemed necessary by the club may be formed. These sub-committees may include but are not limited to:

- Publicity Committee
- Carnival/Ice Show Committee Chair
- Ice Committee Chair
- Synchronized Committee Chair

Updated and Adopted by the OTONABEE SKATING CLUB on the 24th day of May 2012

Signed by Executive Committee members:

President: Kim Rogers-Rollins

Vice President: Martina Linde-Elmhirst

Treasurer: Susan Pickett

Secretary: Melissa Tisi
