

Club By-laws

Club Name: Tri Area Skating Club

Name Change Date: September 10, 2013

Revision Date: Aug 1, 2014

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TRI AREA SKATING CLUB
1000154

BY-LAWS

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: Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to 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.

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 **30** days of the date set for payment. 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, 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: Resignation, Suspension or Expulsion from the Club

Any member wishing to resign from the Club may do so by giving written notice to the Club Board of Directors.

The Board of Directors may suspend or expel a member of the Club for acting contrary to the By-laws, Rules and Regulations 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.

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 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. NOTE: The conditions granted under this partial memberships = **no vote and may not hold office.**
- **Honorary Membership:** The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from club dues (but not Skate Canada dues) 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.
- **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Non-voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights

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

CLUB MANAGEMENT

By-law 9: 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 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: immediate Past President, President, Vice-president, Secretary, Treasurer, minimum of 2 Directors 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 and one Directors at large shall be elected in even numbered years and the Secretary, Treasurer and the remaining one 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.

The Board of Directors shall manage all financial and organizational aspects of the Club.

The Club has not adopted a seal so no seal will be used.

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 Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members 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.

By-law 13: 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 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 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: Conflict of Interest

Conflict of interest arises when a board member has divided loyalties. Members owe the organization their undivided loyalty and therefore, need to be conscious of the potential for conflict of interest and they need to act with candor and care in those situations. It is important to remember that conflicts of interest arise naturally and there is nothing wrong or illegal about it. Conflicts of interest only become a problem when board members fail to recognize the conflict or fail to deal with the situation properly.

Every Board member has a duty to disclose potential conflicts of interest in writing. All declared conflicts of interest must be verbally noted at a Board meeting and recorded in the minutes.

A declared conflict of interest item appears on the agenda at your Board meeting.

- The Board member should declare that he has a conflict of interest concerning this item
- Once declared, he may neither move, second, speak nor vote on any motion or amendment made concerning this item.
- Whether a member should ask to be excused and leave the meeting during the discussion depends on the sensitivity of the issue. Certainly leaving the meeting is the safest course of action.

The minutes must record that the member declared a conflict of interest and refrained from any participation the discussion and vote. (Or left the meeting)

By-law 16: Role of President

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

By-law 17: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an audited annual financial statement. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents.

By-law 18: Role of Secretary

The Secretary shall deal with all correspondence, subject to the approval of the President or his/her delegate, shall issue all notices for 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 19: Committees – President as ex-officio member

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

By-law 20: Committees - Appointment

The President shall appoint standing Committee Chairs who 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 21: 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.

No Board of Directors or Committee members shall receive any remuneration for services to the Club with the exception of the Registration Director.

By-law 22: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's 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 CLUB DELEGATE AND REGION COUNCILORS

By-law 23

The Club Delegate to Skate Canada and/or the Section shall be appointed annually 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 Club shall appoint a Councilor and an alternate Councilor to serve on the Region. The delegates and councilors 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 24: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held in May before the close of the June 30th 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 **50** 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.

By-law 25: Written Notice

Written notice (including by email) 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. It shall also be posted on the Club website.

By-law 26: 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 27: 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(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 will be restricted to a maximum of 2 votes per family (if family has more than 2 children registered).

By-law 28: 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 By-laws
- Appointment of Auditors (as applicable)

- New Business

AMENDMENTS

By-law 29: Right to Submit, Process for Submitting

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 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 By-laws of the Club shall be accepted from the floor at any meeting.

By-law 30: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 75% of those eligible to vote and present at an Annual General Meeting of the Club.

By-law 31: 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 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 filed by Corporate Registry and submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment.

FUNDS

By-law 32

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 33

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

Bylaw 34 Borrowing

The Club can borrow funds only if approved by the Board of Directors and stated in meeting minutes.

Bylaw 35 Inspecting Books and Records

Any member wishing to inspect the Club's financial books and records will submit a written request to the Board of Directors. The request will be accommodated within 60 days of the original request and the inspection location will be determined by the Treasurer.

By-law 36

A person 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 at the AGM.

By-law 37 Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to the **Skate Canada Alberta Northwest Territories Nunavut** Organization.

COMMITTEES

By-law 38: Finance Committee/Chair

This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

By-law 39: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the Club's 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 3 days before the Annual Meeting. Nominations from the floor at the Annual Meeting will be accepted. Each nominee must indicate acceptance in writing.

By-law 40: Membership Committee/Chair

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: Skating Programs Committee/Chair

In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSSkate, Competitive Skate, and Talent Identification and Development. Reporting to the Skating Programs Committee is the Recreational Skating Programs Sub-committee.

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

- Carnival/Ice Show Committee/Chair
- Ice Committee/Chair
- Test Committee/Chair
- Music Committee/Chair
- Club Competition Committee/Chair
- Synchronized Committee/Chair
- Recreation Program Committee/Chair

Adopted by:

Tri Area Skating Club

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

Signed



(President)

Aug. 1, 2014

(Date)

Signed

(Club Board Member)

(Date)