

Club Number:
1000380



NORWICH AND DISTRICT **SKATING** CLUB



CONSTITUTION OF THE NORWICH AND DISTRICT SKATING CLUB

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Article 1: NAME OF THE CLUB

The Name of the Club shall be Norwich and District Skating Club, hereinafter called the Club.

Article 2: SKATE CANADA

- a) A not-for-profit figure skating club, or the figure skating or skating section of a not-for-profit 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.
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada.
- 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 Western Ontario Section of Skate Canada.
- e) The Club is located in the Tri-County Region.

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.
- 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: BY-LAWS 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 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.

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- 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.

ADDITION: BY-LAWS OF THE NORWICH AND DISTRICT SKATING CLUB

A by-law relating generally to the conduct of the activities and affairs of The Norwich and District Skating Club (the "Club").

BE IT ENACTED as a by-law of the Club as follows:

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.

By-law 4: Member in Good Standing

For a member in 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.

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 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. The fiscal year of the club shall start on April 1st.

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 Regulations of Skate Canada or 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 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. The Club Board of Directors shall approve this policy from time to time and it shall be in writing and made available to all members in advance of its implementation.

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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 including the process involving the Western Ontario Dispute Resolution Committee.

By-law 7: Classes of 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 Meetings 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 Meetings 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 Members or Restricted Members of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. This class of membership shall not have a vote and may not hold office in the Club.
- **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 have interests in the asset 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.

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 Skate Canada Club Liability and Member Accident Insurance programs.

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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: the immediate Past President, President, Vice President, Secretary, Treasurer, totaling nine Directors at large, including a Coaching Representative. Note: Only one family member may hold a position on the Board of Directors. As well as no board member may be directly related (brother/sister, mother/father, aunt/uncle, son/daughter, grandmother/grandfather) in any way to a coach that holds a contract, be it freelance or club coach, with the club. All of the above, with the exception of the Past President and the Coaching Representative, shall be elected for two-year terms at the Annual General Meeting. Half of the directors shall be elected each year for a two-year term. The Coaching Representative shall be elected annually by and from within the coaches of the club and as per Skate Canada By-laws. The Past president shall be ex-officio and shall hold office until a new President has been duly elected. The President, Vice President, Secretary and Treasurer shall be elected annually at the AGM from the elected Board of Directors or if needed opened to the entire membership. Board chairpersons and committees will be encouraged and utilized to establish a pipeline of board of directors for the club.

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 1 members of the Board of Directors, not including the chair. The meeting chair may vote only when the vote would change the result or when the vote is done by secret ballot. Therefore the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat the motion.

By-law 13: Board of Directors Vacancies

Casual vacancy occurring between Annual General Meetings 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. They sit until the conclusion of the term for the person that they are replacing.

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By-law 14: Board of Directors Member Absenteeism

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

By-law 15: Role of President

The president shall act as Chair of all Board of Directors and general meetings. In their absence, the Vice-president or a director fill this duty

By-law 16: 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 an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. Depositing all funds of the Club in such banks or other institutions as may be designated by the Board. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents.

By-law 17: Role of Secretary

The Secretary shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, distribute minutes to board prior to following board meeting and will have the custody of all records and documents of the Club, except those required to be kept by the treasurer. 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. Secretary will utilize communications director(s) to support communication to members and any public action items following board meetings.

By-law 18: Committees – President as ex-officio member

The President shall be an ex-officio member of all committees. However, can choose to also create a chairperson for the committee(s) to lead the committee, recruit non-board members to participant on the committee, and to report back to the board executive and directors. All committee members need to be recorded as committee member and are not considered directors on the board but contributing members. Eg. Club competition committee and or chairperson

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.

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SKATE CANADA CLUB DELEGATE AND REGION COUNCILLORS

By-law 20:

The Board of Directors shall appoint the Club Delegate to Skate Canada and/or the Section, annually. 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 Councillor and an 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 21: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 30 days of the close of the 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 per cent of Club Members. A quorum for an Annual General Meeting or Special General Meeting shall be 10 per cent of the eligible voting members.

By-law 22: Written Notice

Written notice of all Annual General Meetings and Special Meetings shall be provided 15 days in advance to each eligible voting member and coaching staff. 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(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 are in the family. No person shall receive more than one vote.

By-law 25: Order of Business

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

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- Minutes of the preceding General/Special Meeting
- Treasurer's Report
- Other Reports e.g. Committee
- Confirmation of the actions taken by the Board of Directors
- Appointment of Auditors
- Amendments to the Constitution and By-laws
- Election of Board of Directors
- 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 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 27: Interim Amendments

By-laws may be enacted or amended by majority vote (50% plus 1) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next Annual 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 on 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.

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

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

COMMITTEES

By-law 33: Nominating 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 14 days before the Annual General Meeting. The nominating committee shall consist of a minimum of two members in addition to either the President or Vice President. All nominations must be submitted in writing to the Board of Directors. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations committee will present and distribute slate of candidates to board prior to AGM to allow for consideration of additional committee members being promoted to board members.

By-law 34: Registration 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. The chairperson will establish a committee to assist with these roles & responsibilities of the club. This committee shall consist of a minimum of three members.

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By-law 35: Program 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, STARSkate, Competitive Skate and Talent Identification and Development. This committee shall consist of a minimum of two members.

By-law 36: Carnival Committee & Chair and or Co-Chairs

This committee is responsible for the planning and production of the Carnival. A club professional coach(es) may be appointed to produce the show, but shall not assume the position of chair of the Carnival Committee. The chair or chairpersons may appoint as many people as deemed necessary to the success of Carnival.

By-law 37: Pro/Ice Committee & Chair

This committee shall be in charge of conducting interviews for the Club's Professional Coaches when the need arises. This committee must consist of the President, OR Vice President, and a minimum of three members. Committee in total will consist of a minimum of 3 members who will report back to the executive and or board. The President is responsible for the planning of ice scheduling. The pro ice committee is responsible for communication, and conflict resolution with club's coaches.

By-law 38: Assessment Coordinator Chair & Committee

This position on the board shall be responsible for arranging and supervising all tests, including booking judge, keeping club records for tests, preparing club records for forwarding to Skate Canada. This committee shall consist of a minimum of two members.

This Constitution was duly moved and seconded at the Annual General Meeting of

NORWICH AND DISTRICT SKATING CLUB

on the _____ of _____, 20____
(day) (month) (year)

SIGNED _____ DATE: _____
(President)

SIGNED _____ DATE: _____
(Club Board of Directors Member)