**West Carleton Skating Club Constitution and By-laws**

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**Incorporation Date: February 17th, 1993**

**Constitution Revision Date:**

**March 20, 2016**

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Website: [www.wcskatingclub.ca](http://www.wcskatingclub.ca)

**CONSTITUTION OF THE**

**West Carleton Skating Club 1001202**

 Name of Club Club Number

 February 17, 1993 March 20, 2016

Date of Incorporation Date of Revision to Constitution

**ARTICLE 1:**

**NAME OF CLUB**

The Name of the Club shall be the West Carleton Skating Club hereinafter called the Club.

**ARTICLE 2:**

**SKATE CANADA**

a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a registrant 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 registrants [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 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 Registrants 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:**

**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 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).]

**Revised to March 20, 2016**

**Incorporated February 17, 1993**

**BYLAWS OF THE**

**WEST CARLETON SKATING CLUB**

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**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 Rules of Skate Canada, the By-Laws of the Club and such regulations as set forth from time to time by the Executive of the Club.

By-Law 3 Membership Fees

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

Note: See Skate Canada By-Law 1201(1)(c)(ix), 1202(1)(a), & Rule 1201, Policies and Procedures

Financial Assistance

 Upon mutual approval of the Club’s President and Treasurer, the Club will subsidize a family in financial need, in accordance with the Club’s Financial Assistance Policy.

 **(AGM Mar 20, 2016)**

By-Law 4 Member in Good Standing

To be considered in good standing, all members of the Club must pay Club fees as are stipulated by the Club Executive in advance of the registration year in question.

A) Members in arrears will not be permitted to take part in any Club activity.

If any arrears are not paid within \_7\_ days of the date set for payment, such members shall be considered as having terminated their membership.

B) The Club, with respect to any aspect of figure skating, is to be managed and operated by eligible members who are duly registered as Associate Registrants of Skate Canada.

C) The Club shall protect the amateur status of its members. The Club shall not take any action that would knowingly jeopardize the amateur status of its members.

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

Fees, age limits, skating rules and skating hours of the Club shall be as the Club Executive 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. Refunds shall be made only with the approval of the Executive Committee.

By-Law 6 Suspension and Expulsion from the Club

The Club Executive may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of Skate Canada or of the Club. The Club Executive shall give to the individual an explanation for the termination of membership, on request. The individual, if he so desires, shall have the right of appeal to the Club Executive and to a General meeting of members.

Note: See Skate Canada By-Law 1204

By-Law 7 Classes of Club Membership

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

A) INDIVIDUAL MEMBERSHIP - Non-skating members who have paid the fees as set by the Club shall be Associate Registrants of Skate Canada. Individual members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

B) ACTIVE MEMBERSHIP - All amateur skaters who participate in any of the Club Skating Programs and who have paid fees as set by the Club. 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.

C) SPECIAL MEMBERSHIP - Parent or Guardian of Active Members who are underaged children and have paid the fees as set by the Club and are Associate Registrants of Skate Canada. Each family will be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

D) PARTIAL MEMBERSHIP - Any amateur skater who is an Associate Registrant or Restricted Registrant of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. Partial registrants have no vote and may not hold office.

E) 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), have no vote and no interests in the assets of the Club. They may have a voice at the meetings of the club.

F) EXECUTIVE MEMBERSHIP - All persons serving on the Executive of the Club shall be entitled to one vote. (AGM April 2, 1990)

Preference will be given to residents of West Carleton regarding membership in the Club.

Note: See Skate Canada By-Law 1201, 1202 & Rule 2001.

**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; and further, 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 Registrant Accident Insurance programs.

Note: See Skate Canada By-Law 1201(1)(c)(viii)

**CLUB MANAGEMENT**

By-Law 9 Members of the Executive (Board of Directors), Committees and Club Delegate to Skate Canada

The members of the Executive, Registrants and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Registrants 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 an Executive consisting of: Immediate Past President, President, Vice-President, Secretary, Treasurer, Coaching Representative and three (3) Member-At-Large. Two (2) Member-At-Large positions will be designated as the Registrar and Test Chair and the third Member-At-Large position will be either the StarSkate Co-Ordinator or as designated by the President. The Coaching Representative shall be elected annually by and from within the coaches of the Club. All of the above, with the exception of the Past President, shall be elected every two years at an annual meeting. The President and Vice-President shall be elected every year to a two-year term and this shall be opposite terms to the Treasurer and Secretary if possible to allow for the distribution of Club Knowledge.

**(AGM Mar 20, 2016)**

By-Law 11 Holding of Office

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

By-Law 12 Executive Vacancies

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

By-Law 13 Role of President

The President shall act as chairman of all Executive and general meetings. In his/her absence, this duty will be filled by the Vice-President.

By-Law 14 Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed primarily by the President and the Treasurer. In the alternative, one of either Vice President or Past President shall have signing authority.

**(AGM Mar 20, 2016)**

By-Law 15 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 Executive or general meetings and shall be responsible for submitting to Skate Canada and Section such reports as are required by Skate Canada Rules or other regulations.

By-Law 16 Committees

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

By-Law 17 A quorum for Executive meetings shall be an odd number and at least 50 of the Executive members including the Chairman.

Note: See Skate Canada By-Law 1420 (5)

By-Law 18 Committee - Appointment

The President shall appoint chairmen to standing committees, who shall look after duties assigned to them. All Committee Chairmen must submit the names of their committees to the President for approval.

By-Law 19 Board Code of Conduct

A) All Executive Members acknowledge that they will support the decision of the majority vote by Board Members.

B) Any Executive member having a conflict of interest between the best interest of the Club and the Executive member’s personal interests, being financial or otherwise, shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.

C) Executive Members are reminded that confidential financial, personal and other matters concerning the Club may be discussed from time to time. Executive members should not disclose such confidential information to anyone.

D) The Club Policies shall be abided by and reviewed by the Executive on an annual basis.

 **(AGM Mar 20, 2016)**

**SKATE CANADA AND SECTION CLUB DELEGATE**

By-Law 20 The Delegate to Skate Canada shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. The Skate Canada National Office shall be advised of the name of the appointed delegate.

Note: See Skate Canada Rules 1205 & 1209 as to appointment of Delegates and use of Proxies, etc.

**ANNUAL GENERAL MEETING**

By-Law 21 The members of the Executive, members and chairmen of committees, and the Delegate to Skate Canada, must be members in good standing of the Club, be registered as Associate Registrants of Skate Canada, be of legal age, and be eligible as defined by the Skate Canada Rules.

By-Law 22 A majority of the Executive shall be Canadian citizens, within the meaning of the Canadian Citizenship Act.

By-Law 23 Timing and Quorum

An Annual Meeting shall be held within 60 days but not longer than 90 days of the close of the winter skating season. Other general meetings may be held from time to time upon the request of the Executive or upon written request of 2/3 members of the Club. A quorum for an annual or general meeting shall be ten percent (10%) of the eligible voting members.

Note: Skate Canada Rule 1201 (1)(c)(i)

By-Law 24 Notice

Notice of all general and annual meetings shall be given ten 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 election.

(AGM April 30, 1985)

By-Law 25 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 26 Voting

Voting for Club elections or on any matters pertaining to figure skating shall be restricted to amateur Club members who are registered as Associate Registrants of Skate Canada and of legal age; and to Special Members of the Club voting on behalf of the 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.

**FUNDS**

By-Law 27 All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Executive.

By-Law 28 All disbursements of the funds of the Club shall be by cheque or other auditable document.

By-Law 29 A person designated by the Executive 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 30 Carnival Committee

This committee, at those times the Executive 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 31 Nominating Committee

The nominating committee shall consist of four members, two from the Executive and two from the membership. The committee is responsible for selecting at least a full slate of candidates for election to Club Office and shall present such a slate to the Executive no later than 21 days before an Annual Meeting in the year in which an election is to be held. Other nominations may be made by a member in good standing by a submission in writing to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nomination from the floor at the Annual Meeting will not be accepted.

By-Law 32 Ice Committee

This committee shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the Club. This committee shall also be responsible for the supervision of the skating sessions and for the preparation of rules governing behavior on or around the skating surface.

By-Law 33 Judges Committee

This committee shall be responsible for arranging and supervising all tests and competitions (in consultation with the appointed referees), appointment of judges for National Skating Tests ("Badge Tests"), 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 judges. In addition, this committee shall assist and promote Judges Schools and Clinics and assist the Section Judges Chairman.

Note: See Skate Canada Rules 2500 and 4100.

By-Law 34 Finance Committee

This committee shall be responsible for preparing the Club's annual budget and advising the Executive as to proposed expenditures and investments.

By-Law 35 Music Committee

This committee shall arrange for music at Club sessions, purchase music as approved by the Executive and ensure, where appropriate, that Skate Canada or other suitable music is available for practice and tests.

**AMENDMENTS**

By-Law 36 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 Executive of the Club. The proposed amendment will be presented to the next general or annual meeting falling within 21 days of more after the date of submission. No amendments to the Constitution or By-Laws of the Club shall be accepted from the floor at any meeting.

By-Law 37 Interim Amendments

By-Laws may be enacted or amended by a majority vote of the Executive whenever required. Such By-Laws or amendments must be presented at the next general meeting for ratification; if they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

By-Law 38 Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those present and eligible to vote at an annual or general meeting of the Club.

By-Law 39 Effective Force of Amendments to By-Laws

All amendments become effective immediately when they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of Skate Canada and the Section.

Skate Canada reserves the right of refusal of any amendments. Such refusal shall only be made if the intent of such amendments is to violate in principle, or spirit, any Skate Canada rule.

**ORDER OF BUSINESS**

By- Law 40 The order of business at annual or general meetings of the Club shall be as follows:

a) Minutes of the preceding general meeting

b) Confirmation of the actions taken by the Executive

c) Secretary's Report

d) Treasurer's Report

e) Other Reports

f) Election of Executive Officers and Members

g) Amendments to the Constitution and By-Laws

h) Appointment of Auditors (as applicable)

i) New Business

**Adopted by:**

West Carleton Skating Club

on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

President Date

Witnessed by:

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Club Board Member Date