



Drayton & District Figure Skating Club

Constitution & By-Laws

Constitution

Article 1. Name

- 1.1. The name of the club shall be Drayton and District Figure Skating Club, hereinafter called the Club

Article 2. Skate Canada

- 2.1. The Club shall be a member of Skate Canada
- 2.2. The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada
- 2.3. The Club is located in the Central Ontario Section of Skate Canada

Article 3. Purpose

- 3.1. The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members, in all aspects of figure skating in accordance with the Rules and Policies of Skate Canada
- 3.2. The Club, with respect to any aspect of figure skating is to be managed and operated by amateurs who are duly registered as Associate Members of Skate Canada
- 3.3. The Club shall protect the amateur status of its members. The Club shall not take or omit any action that would knowingly jeopardize the amateur status of its members.

Article 4. By-Laws

- 4.1. The By-laws appended to this Constitution, shall describe the organization and the functions of the Club, and the means by which members of the Club may elect the Club Executive and the Board of Directors and control the property and activities of the Club
- 4.2. The Rules and Regulations of Skate Canada shall take precedence over any Club By-Law
- 4.3. Any By-Law contrary to the Rules of Skate Canada shall be invalid

By-Laws

By-Law 1. Membership

- 1.1. Membership in the Club shall be open to all irrespective of sex, age, creed or colour RACE
- 1.2. 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 Board of Directors of the Club
- 1.3. 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 Rule Book
- 1.4. To be considered in good standing, all members of the Club must pay, within the time limits shown in By-Law 5, such Club fees as stipulated by the Board of Directors.
- 1.5. Members in arrears will not be permitted to take part in any Club activity. If the arrears are not paid before the first day of instruction, such members shall be considered as having terminated their membership.
- 1.6. Fees, age limits, skating rules and skating hours shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of Skate Canada Skating Year, September 1st or the date that fees are paid (whichever is the later) and terminate on the last day of Skate Canada skating year, August 31st.
- 1.7. The Board of Directors may, by written notice, terminate club membership of a member for action contrary to the Rules and Regulation of Skate Canada or the Club. The Board of Directors shall give 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 Board of Directors and to a General Meeting of the Members.
- 1.8. The classes of club membership, eligibility and privileges shall be as follows:
 - 1.8.1. General Membership are those that are registered with Skate Canada and if of a legal age, they have a vote.
 - 1.8.2. Individual Members who have paid the fees set out by the club and are Associate Members of Skate Canada. Individual members of legal age shall be entitled to one vote.
 - 1.8.3. Special Membership is a parent or guardian voting on behalf of their children who are legally underage who are members of the Club, and are restricted to one vote per family.

By-Law 2. Responsibility

- 2.1. 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.
- 2.2. Every guest skater must be a registered member with Skate Canada
- 2.3. The Club shall participate in the Skate Canada Liability Insurance Program



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Constitution & By-Laws

By-Law 3. Governance of the Club

- 3.1. The members of the Board of Directors shall hold office for a one year term
- 3.2. The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected
- 3.3. The Executive Shall consist of the following positions:
 - 3.3.1. President
 - 3.3.2. Vice President
 - 3.3.3. Secretary
 - 3.3.4. Treasurer
 - 3.3.5. Coaches Representative
- 3.4. The Board of Directors shall consist of the following positions:
 - 3.4.1. President
 - 3.4.2. Vice President
 - 3.4.3. Secretary
 - 3.4.4. Treasurer
 - 3.4.5. Chair of each of the following Committees:
 - 3.4.5.1. Test Committee
 - 3.4.5.2. CanSkate Committee
 - 3.4.5.3. Programming Committee
 - 3.4.5.4. Carnival Committee
 - 3.4.5.5. Publicity Committee
 - 3.4.5.6. Fundraising Committee
 - 3.4.5.7. Membership Committee
 - 3.4.6. Coaches Representative
- 3.5. Casual vacancies occurring in the Board of Directors may be filled by members appointed through a majority vote of the Board of Directors.
- 3.6. If a position is not filled during the election process at the Annual General meeting the Board of Directors at their first meeting shall appoint someone to fill the position.
- 3.7. The President shall act as Chairman of all Board of Directors, Executive, and General Meetings, in her/his absence; the Vice President shall fill this duty.
- 3.8. 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 an audit. All cheques and legal documents shall be signed by any two of President, Vice President and the Treasurer.
- 3.9. The Secretary shall deal with all correspondence subject to the approval of the President or his delegate, shall issue all notices for the Board of Directors or General Meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and Section, such reports as are required Skate Canada Rules or other regulations.
- 3.10. The President shall be an ex-officio member of all committees
- 3.11. A quorum at a Board of Directors meeting shall consist of 7 members of the Board of Directors.
- 3.12. The Board of Directors shall appoint the Delegate to Skate Canada annually. The Delegate should be a member of the Board of Directors. The Skate Canada Office shall be advised of the name of the appointed delegate.
- 3.13. The members of the Board of Directors, Executive, members and chairmen of the committees and the 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 amateurs as defined by Skate Canada Rules

By-Law 4. Annual Meeting

- 4.1. An Annual Meeting shall be held within 30 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 and/or the Board of Directors or upon written request of 5 members of the Club. A quorum for an annual meeting or general meeting shall be 10% of the eligible voting members.
- 4.2. Each eligible voting member shall be notified by telephone, email, fax, newsletter or mail 10 days in advance of all general and annual meetings. 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.
- 4.3. 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.
- 4.4. Voting for Club elections or on any matter pertaining to figure skating shall be restricted to amateur Club members who are registered as Associate Members of Skate Canada and of a legal age: and the Special Members of the Club voting on behalf of their children who are legally underage, who are members of the Club. Special members shall be restricted to one vote per family regardless of how many children in the family

By-Law 5. Funds

- 5.1. All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Board of Directors.
- 5.2. All disbursements of the funds of the Club shall be by cheque or other auditable documents.
- 5.3. A review of the financial transactions of the Club shall be made each year by a person appointed by the Board of Directors at the AGM. Upon request, a financial statement shall be made available to any member in good standing..
- 5.4. Borrowing Money: The Board of Directors may from time to time for the purpose of carrying on the activities of the Club
 - 5.4.1. borrow money on the credit of the Club
 - 5.4.2. limit or increase the amount to be borrowed
 - 5.4.3. hypothecate personal property of the Club to secure any such liabilities of the Club
- 5.5. Nothing in the By-Laws contained shall limit or restrict the borrowing of money by the Club on bills of exchange or promissory notes, made drawn, accepted or endorsed by or on behalf of the club.



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Constitution & By-Laws

By-Law 6. Committees

6.1. Carnival Committee

- 6.1.1. This committee shall be chaired by a chair named Carnival Chair
- 6.1.2. The chair of the Carnival Committee shall be considered as a member of the Board of Directors.
- 6.1.3. This committee, at those times the Board of Directors elects to hold a carnival, shall be responsible for the planning and production of the carnival
- 6.1.4. A Club professional will be appointed to produce the show, but shall not assume the position of Manager or Chairman of the Carnival Committee.

6.2. Nominating Committee

- 6.2.1. The Board of Directors shall appoint in January of each election year a chair of the Nominating Committee.
- 6.2.2. The nominating committee shall consist of four members, two from the Board of Directors and two from the membership.
- 6.2.3. This committee is responsible for selecting a full slate of candidates for the positions named on the Board of Directors.
- 6.2.4. The committee shall present such a 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.
- 6.2.5. Other nominations may be made by any member in good standing by a submission in writing to the nominating committee at least three days before the Annual Meeting.
- 6.2.6. Each nominee must indicate acceptance in writing prior to the commencement of elections.
- 6.2.7. Nominations from the floor at the Annual Meeting will not be accepted.

6.3. Test Committee

- 6.3.1. This committee shall be chaired by chair named Test Committee Chair
- 6.3.2. The chair of the Test Committee shall be considered as a member of the Board of Directors
- 6.3.3. This committee shall be responsible for:
 - 6.3.3.1. the arranging and supervising all tests and competitions (in consultation with the appointed referees),
 - 6.3.3.2. obtaining judges for Skate Canada Tests, keeping records of Tests, preparing test records for forwarding to Skate Canada
 - 6.3.3.3. for the encouragement of potential Skate Canada judges
 - 6.3.3.4. In addition this committee shall assist and promote Judges schools and clinics and assist the Section Judge Chairman
 - 6.3.3.5. assuming any additional roles as specified under the Roles and Responsibilities Guidelines as set out by the Board of Directors.

6.4. CanSkate Committee

- 6.4.1. This committee shall be chaired by chair named CanSkate Committee Chair.
- 6.4.2. The chair of the CanSkate Committee shall be considered a member of the Board of Directors.
- 6.4.3. This committee shall be responsible for
 - 6.4.3.1. assuming any additional roles as specified under the Roles and Responsibilities Guidelines as set out by the Board of Directors.

6.5. Fundraising Committee

- 6.5.1. This committee shall be chaired by a chair named Fundraising Committee Chair
- 6.5.2. The chair of the Fundraising Committee shall be considered a member of the Board of Directors.
- 6.5.3. This committee shall be responsible for:
 - 6.5.3.1. Setting up a plan for the raising of extra funds
 - 6.5.3.2. Execution of these plans
 - 6.5.3.3. Assuming any additional roles as specified under the Roles and Responsibilities Guidelines as set out by the Board of Directors.

6.6. Programming Committee

- 6.6.1. This committee shall be chaired by a chair named Programming Chair.
- 6.6.2. The chair of the programming Committee shall be considered a member of the Board of Directors
- 6.6.3. The Programming Committee shall be made up of the following people.
 - 6.6.3.1. Programming Chair
 - 6.6.3.2. CanSkate Committee Chair
 - 6.6.3.3. PreJunior Representative
 - 6.6.3.4. Junior Representative
 - 6.6.3.5. Intermediate Representative
 - 6.6.3.6. Senior Representative
 - 6.6.3.7. Coaches Rep

6.7. Marketing & Communications Committee

- 6.7.1. This committee shall be chaired by a chair named Marketing & Communications Committee Chair.
- 6.7.2. The chair of the Marketing and Communications Committee shall be considered a member of the board of Directors.
- 6.7.3. The Marketing and Communications Committee shall be responsible for
 - 6.7.3.1. the publicity of all events
 - 6.7.3.2. the preparation and distribution of the Club Newsletter
 - 6.7.3.3. marketing of the club
 - 6.7.3.4. assuming any additional roles as specified under the Roles and Responsibilities Guidelines as set out by the Executive.

6.8. Membership Committee

- 6.8.1. This committee shall be chaired by a chair named Membership Chair.
- 6.8.2. The chair of the Membership Committee shall be considered a member of the Board of Directors.
- 6.8.3. The Membership Committee shall be responsible for
 - 6.8.3.1. tracking of all memberships both in Skate Canada and the Club.
 - 6.8.3.2. the preparation and distribution of the membership lists
 - 6.8.3.3. preparation of a music schedule
 - 6.8.3.4. assuming any additional roles as specified under the Roles and Responsibilities Guidelines as set out by the Executive.

- 6.9. The Board of Directors may from time to time designate other standing committees and specify the powers and duties thereof. The Chair and the members of such committees shall be appointed by the Board of Directors and shall hold office for the ensuing year and until their successors are named and assume office.



Drayton & District Figure Skating Club Constitution & By-Laws

By-Law 7. MEETINGS

- 7.1. Board of Directors meetings shall be held monthly on a day designated by the Board of Directors.
- 7.2. The Board of Directors meetings are open to the General Membership of the Club but only those on the Board of Directors have a vote.

By-Law 8. AMENDMENTS

- 8.1. 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 21 days or may after the date of submission. No amendment to the Constitution or the By-Laws of the Club shall be accepted from the floor of any meeting.
- 8.2. By-Laws may be enacted or amended by a majority vote of the Board of Directors when ever 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 Board of Directors for a period of one calendar year.
- 8.3. 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.
- 8.4. 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. Skate Canada reserves the right of refusal on any amendment. Such refusal shall only be made if the intent of such an amendment is to violate in principle, or spirit any Skate Canada rule.

By-Law 9. ORDER OF BUSINESS

- 9.1. The order of business at Annual or General Meetings of the Club shall be as follows:
 - 9.1.1. Minutes of the preceding general meeting.
 - 9.1.2. Confirmation of the actions taken by the Board of Directors
 - 9.1.3. Secretary's Report
 - 9.1.4. Treasurer's Report
 - 9.1.5. Other Reports
 - 9.1.6. Election of Board of Directors in the following order;
 - 9.1.6.1. President
 - 9.1.6.2. Vice President
 - 9.1.6.3. Secretary
 - 9.1.6.4. Treasurer
 - 9.1.6.5. Chairs of each of the committees
 - 9.1.7. Amendments to the Constitution and By-Laws
 - 9.1.8. Appointment of the Auditors.

By-Law 10. CONTRACTS

- 10.1. All documents including deeds, contracts and engagements on behalf of the Club, if authorized by the Executive, shall be signed by the President and Secretary, or in the absence of either or both of them, by two directors.
- 10.2. Any large scale and/or long term commitments (e.g. building of an arena or renting such for all year activities) have to be approved by a two-thirds majority of the general membership.

By-Law 11. CONTRACT WITH INSTRUCTIONAL STAFF

- 11.1. A contract shall be drawn up to be signed by the instructional staff, as well as two Club Directors before the commencement of each skating year.

Dated this 20th day of April, 2007

President (Carol Weber)

Secretary (Maureen TenHoopen)