

BY-LAWS OF THE OKOTOKS SKATING CLUB

ARTICLE 1

The name of the Club will be the Okotoks Skating Club (hereinafter called the “Club”).

ARTICLE 2

Skate Canada

- a. The Club shall be a member of Skate Canada.
- b. The Club shall pay such fees and other charges as shall be required of Clubs by Skate Canada
- c. The Club is located in the Skate Canada Alberta-NWT/Nunavut Section.

ARTICLE 3

Purpose

- 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 and policies 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.

ARTICLE 4

By-Laws

- a. The By-Laws shall describe the organization and functions of the Club and the means by which members of the Club may elect the Board and control the property and activities of the Club.
- b. The Rules and Regulations of Skate Canada and those of the Skate Canada: Alberta-NWT/NUNAVUT Section in which the Club operates shall take precedence over any Club By-Law.
- c. Any By-Law contrary to the Rules of Skate Canada and those of the Skate Canada: Alberta-NWT/Nunavut Section shall be invalid.

MEMBERSHIP

By-Law 1.

Membership in the Club shall be open to all; irrespective of sex, age, creed or colour.

By-Law 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.

By-Law 3.

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

By-Law 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 are stipulated by the Club Board.

By-Law 5.

Members in arrears will not be permitted to take part in any Club activity nor have Club permission to participate in any Skate Canada-sanctioned events such as tests or competitions outside of the Club. If any arrears are not paid within 21 days of the date set for payment, such members shall be considered as having terminated their membership.

By-Law 6.

- a. Fees, skating rules and skating hours shall be as the Board decides from time to time. Club membership shall commence on the first day of the Skate Canada year, September 1 or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada year, August 31.

By-Law 7.

- a. Any member wishing to withdraw from membership may do so upon a notice in writing to the Club Board.
- b. The Board may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of Skate Canada or the Club. The Board shall give to the individual a written explanation for the termination of membership on request. The individual, if so desired, shall have the right of appeal to the Board and to a General Meeting of members.

By-Law 8.

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

- a. **Individual Membership**
Non-skating members who have paid the fees set by the Club and are Associate Members of Skate Canada, individual members of legal age shall be entitled to one vote.
- b. **Active Membership**
All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada; all Active Members of the legal age of 18 years have one vote each. *Underage Active Members have no vote but are represented by Special Members as in c.*
- c. **Special Membership**
Parent or guardian of legally-underage Active Members who have paid the fees set by the Club and are Associate Members of Skate Canada.
- d. **Partial Membership**
An eligible skater who is an Associate Member of Skate Canada and has paid a reduced fee as set by the Club.
- e. **Power Skating Membership**
An eligible skater who has paid the fees set by the Club for participation solely in Skate Canada-licensed Canpowerskate Program. Power Skating Members have no vote and may not hold office.
- f. **Honorary Membership**
The Annual Meeting of Members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from dues and shall not have interests in the assets of the Club. Honorary Members shall be entitled to one vote.

By-Law 9.

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 Liability Insurance Program.

By-Law 10.

The general management of the Club shall be vested in a Board consisting of nine members plus a coaching representative (to be elected annually by the contracted coaching staff).

- a. The term of office of each Board member shall be two (2) years.
- b. At each Annual General Meeting held during an even year, five (5) new board members shall be elected for a two (2) year term. At each Annual General Meeting held during an odd year, four (4) new board members shall be elected for a two (2) year term.
- c. At the first meeting of the Board after each Annual General Meeting, the Board shall elect from among its members:
 - i. President
 - ii. Two (2) Vice-Presidents
 - iii. Treasurer
 - iv. Secretary
 - v. Test Chair

The remainder of the Board shall be known as Directors. These persons shall receive no remuneration for their services.

By-Law 11.

The Board shall hold office until June 1, at which time all records of the Club shall be in the hands of the newly-elected Board.

By-Law 12.

Casual vacancies occurring in the Board may be filled by members appointed through a majority vote of the Board, or in the case of the Coaching Representative, by the Coaching Staff.

By-Law 13.

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

By-Law 14.

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board an annual budget and keeping custody of such records as are required for an audit. All cheques and legal documents shall be signed by any two of the following: President, Vice-President and Treasurer.

By-Law 15.

- a. The Secretary shall deal with all correspondence subject to the approval of the President and his/her delegate, shall issue all notices for the Board or General Meetings, shall take minutes at all meetings and shall be responsible for submitting to Skate Canada and Skate Canada; Alberta-NWT/Nunavut Section such reports as are required by Skate Canada Rules or other Regulations.
- b. The Secretary shall keep custody of the minutes of proceedings of meetings of the Club.

By-Law 16.

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

By-Law 17.

A quorum of the Board shall consist of 7 members of the Board, including the Chairman.

By-Law 18.

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

By-Law 19.

The Delegate to Skate Canada or alternate shall be appointed annually by the Board. The Delegate need not be a member of the Board. The Skate Canada Nation Office shall be advised of the appointed delegate's name.

By-Law 20.

The members of the Board, members and chairmen of committees and the Delegate of 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 21.

A majority of the Board shall be Canadian Citizens within the meaning of the Canadian Citizenship Act.

ANNUAL MEETING

By-Law 22.

An Annual Meeting shall be held within 30 days of the close of the skating seasons. Other general meetings may be held from time to time upon the request of the Board or upon written request of 20 members of the Club.

- a. A quorum for an Annual General Meeting or Special Meeting shall be 15 percent of the eligible voting members.
- b. If there is no quorum within one half hour of the appointed time of an Annual General Meeting or Special Meeting, then the meeting stands adjourned to the same day in the next week at the same place and time. If there is no quorum at the adjourned meeting then the people present entitled to vote constitute a quorum.

By-Law 23.

Notice of all Annual General Meetings and Special Meetings shall be given ten (10) 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. Voting members will be notified by such meetings by hand-delivered announcement or announcement in a publicly circulated newspaper.

By-Law 24.

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 25.

Voting for Club elections or on any matter pertaining to skating shall be restricted to eligible Club members who are registered as Associated Members of Skate Canada and of legal age and to Special Members of the Club voting on behalf of their 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.

FUNDS

By-Law 26.

All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Board.

By-Law 27.

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

By-Law 28.

- a. An audit of the financial transactions of the Club shall be made each year by an auditor designated by the Board, and the audited statement shall be made available to the membership of the club.
- b. The books and records of the Club may be inspected by any member at the Annual Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Board Member having charge of the same. Each member of the Board shall at all times have access to such books and records.

By-Law 29.

For the purpose of carrying out its objectives, the Club may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of a Special Resolution of the Club.

COMMITTEES

By-Law 30.

Carnival Committee

This committee shall be responsible for the planning and production of the carnival. A Club Skate Canada Coach may be appointed to produce the show, but shall not assume the position of Manager or Chairman on the Carnival Committee.

By-Law 31.

Nominating Committee

This nominating committee shall consist of two members, one from the Board and one from the membership. This committee is responsible for selecting at least a full slate of candidates for election the Club Office. Other nominations may be made by any member in good standing by a written submission to the nominating committee. Nominations from the floor at the Annual Meeting will 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 for the rules governing behaviour on or around the skating surface.

By-Law 33.

Test Committee

This committee shall be responsible for arranging and supervising all tests (in consultation with the appointed referees) and obtaining judges from Skate Canada Tests and competitions, 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.

By-Law 34.

Financial Committee

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

By-Law 35.

Music Committee

This committee is also responsible for arranging music at the Club sessions.

By-Law 36.

Recreational Programs Committee

This committee shall be responsible for promoting and organizing sessions for all Club recreational skating programs (pre-school, Canskate, Canpowerskate, recreational precision) in consultation with the Club's Coaching Staff. The committee will also conduct skater/parent orientation sessions, arrange for suitable Skate Canada coaches and/or recreational instructors' development with the club and selection instructors to attend Canskate and Advanced Canskate Instructors' clinics. It is also in charge of ordering recreational program supplies, maintaining skaters' progress reports, ensuring property licensing policies and procedures are followed if the Club offers the Canpowerskate program, and offering well-organized, high-quality, standardized recreation programs that are fun for participants, coaches and volunteers.

By-Law 37.

Synchronized Committee

This committee shall be responsible for obtaining a coach or coaches for the Club team(s), appointing a Synchronized Committee Chairperson who sits as a member of the Club Board, appointing people to be in charge of team finances, team management, fundraising, costumes and any other area deemed necessary for the effective administration of a Synchronized Team. It will also coordinate Club team activities, arrange for team tryouts and practice times in consultation with the team coach; register teams in competitions, making all travel and accommodation arrangements, and contact the section Synchronized Coordinator for technical information and locations of precision competitions. The committee must ensure that all Club teams are registered with Skate Canada Recreational Programs Department and that all competitive teams abide by the rules contained in Skate Canada Rule Book and other rules as they may apply.

AMENDMENTS

By-Law 38.

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 Board of the Club. The proposed amendment will be presented at the Annual General Meeting or Special Meeting falling 21 days after the date of submission. No amendment to the By-Laws of the Club shall be accepted from the floor at any meeting.

By-Law 39.

By-Laws may be proposed for enactment or amendment by a majority vote of the Board whenever required. Such By-Laws or amendments must be presented by Special Resolution at the next General Meeting of the Club for approval and will only come into effect upon being filed with the Corporate Registry.

By-Law 40.

Any amendment, to be accepted or ratified, must pass by a vote of $\frac{3}{4}$ of those present and eligible to vote at an Annual or General Meeting of the Club.

By-Law 41.

All such amendments shall be submitted to the National Office of 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.

ORDER OF BUSINESS

By-Law 42.

The Order of Business at an Annual General Meeting of the Club shall be as follows:

- i. Minutes of the preceding General/Special Meeting
- ii. Confirmation of the action taken by the Board
- iii. Secretary's Report
- iv. Treasurer's Report
- v. Other Reports
- vi. Election of Board Officers and Members
- vii. Amendments to the By-Laws
- viii. Appointment of Auditors