

CAMROSE SKATING CLUB

OBJECTS AND BYLAWS

Skate Canada Club # 1000095

Incorporated April 12, 1977 - Corporate Registry # 500100995

Revised November 15, 1978

Revised May 29, 2007

Revised March 14, 2011

Camrose Skating Club

OBJECTS OF THE CLUB

ARTICLE 1: OBJECTS

- a) for the general purpose of providing Skate Canada skating programs for Skate Canada members;
- b) to encourage and develop skating skills of all levels by providing the opportunity for participation to recreational, test, and competitive skaters;
- c) and to raise funds in any way to support the objects of the Club. This includes fundraising events and activities as well as accepting gifts, donations, grants, bequests, legacies and inheritances.

Camrose Skating Club BYLAWS

ARTICLE 1: PREAMBLE

1.1 Name of the Club

The Name of the club shall be Camrose Skating Club, or CSC hereinafter called the Club.

1.2 Bylaws of the Club

The following articles set forth the Bylaws of the Club.

ARTICLE 2: DEFINITIONS AND INTERPRETATION

In these Bylaws, the following words have these meanings and interpretations:

- a) *Club* refers to the Camrose Skating Club.
- b) *Association* refers to Skate Canada.
- c) *Section* and/or *Region* refers to regional Sections as outlined by Skate Canada.
- d) *Officer, Board* or *Executive* refers to the current Board of Directors of the Camrose Skating Club, including the President.
- e) *Member* means a member of the Club.
- f) Words indicating the singular number also include the plural, and vice-versa.
- g) Headings are for convenience only, they do not affect the interpretation of these Bylaws.
- h) *Societies Act* refers to current legislation of the Alberta Government.
- i) These Bylaws must be interpreted broadly and generously.

ARTICLE 3: OBJECTS OF THE CLUB

The Objects of the Club are filed separately with Corporate Registry.

ARTICLE 4: MEMBERSHIP

4.1 Categories of Membership

The categories of membership, including eligibility, privileges, rights and obligations to each shall be as follows:

- a) Individual Member: 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 (1) vote at all meetings of the *Club*.
- b) Active Member: All eligible skaters who participate in a *Club* Skating Program and who have paid the fees as set by the *Club*. *Active Members* of the legal age of 18 shall be entitled to one (1) vote at all meetings of the *Club*. *Active Members* will be registered as Associates with Skate Canada by the *Club*. Fees for Skate Canada membership shall be included in *Club* registration fees.
- c) Special Member: Parent or guardian of legally underage *Active Members*. *Special Members* are entitled to vote at all meetings of the *Club*, and shall be restricted to one vote per family regardless of how many children are *members* in the *Club*.

d) Partial Member: All eligible skaters who are an Associate Member or Restricted Member of Skate Canada through another Home Club and have paid a reduced fee as set by the *Club*. *Partial Members* may not hold office on the *Board*, and may not vote at any meeting of the *Club*.

e) Restricted Member: A *Restricted Member* is an individual who is a paid employee of the *Club*, 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. *Restricted Members* must be Associate members of Skate Canada. *Restricted Members* may be exempt from a membership fee to the *Club*, on approval of the *Board*.

4.2 Rights and Privileges of Members

Any *member* in good standing is entitled to:

- a) receive notice of meetings;
- b) attend any meeting;
- c) speak at any meeting;
- d) and exercise other rights and privileges given to *members* in these Bylaws.
- e) Voting *members* are entitled to one (1) vote at a meeting of the *Club*.

4.3 Obligations of Members

- a) All *members* shall uphold, observe and conform to the Bylaws of Skate Canada, the Bylaws of the *Club*, and such policies and regulations as made by the *Directors* of the *Club*.
- b) No *member* (other than a *Restricted Member*) of the *Club* shall be paid for their services as a *member* or *Director*, but may be reimbursed for all expenses associated with carrying on the business of the *Club*.
- d) No *member* is, in his individual capacity, liable for any debt or liability of the *Club*.

4.4 Admission of Members

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

4.5 Membership Fees

- a) Membership shall commence on the first day of the Skate Canada membership year, September 1, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, August 31.
- b) *Members* shall pay such registration and other fees as set from time to time by the *Board*.
- c) Fees must be paid within 30 days of the date set for final payment.

4.6 Member in Good Standing

- a) For a *member* to be considered in good standing, that *member* must pay *Club* fees as stipulated by the *Board* in advance of the membership year in question.
- b) *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 final payment.
- c) The *Club* shall ensure that the eligible status of any member is not jeopardized by any action of the *Club* or unwitting action by the *member*.

4.7 Suspension and Expulsion

The *Board* may suspend or expel a *member* for acting contrary to the Bylaws, rules, regulations and/or policies of Skate Canada or of the *Club*.

a) The *Board* shall follow the *Skate Canada Section Dispute Resolution Policy* that contains a provision for suspending or expelling of any *member* from such membership on terms and conditions that are deemed appropriate and necessary by the *Board*.

4.8 Termination, Resignation or Withdrawal

a) Membership is considered resigned at the end of each skating season, which is August 31 of each year. There will be no continuing obligations to the *Club* after resignation, other than personal debts owed to the *Club*.

b) Members in arrears past 30 days shall be considered as having terminated their membership with the *Club*.

c) Although a *member* ceases to be a *member* through death, resignation or otherwise, he or she is liable for any debts owing to the *Club* at the date of ceasing to be a member.

ARTICLE 5: MEETINGS

5.1 General Meetings

General Meetings may be held as the *Board* deems necessary and shall involve all classes of membership. *Members* shall be notified of the dates of such meetings at least 2 weeks in advance through phone fan out, email or notices posted at the skating rink.

5.2 Special Meetings

Special meetings may be called by the President or Secretary upon request of the *Board* or upon written receipt of 51% of *members*. *Members* shall be notified of the date and reason of Special Meetings at least seven (7) days in advance through phone fan out, email or notices posted at the skating rink.

5.2.1 Special Meetings called for the purpose of a Special Resolution require 21 days notice be given to *members*, through phone fan out, email or notices posted at the skating rink.

5.3 Annual General Meetings

a) An Annual General Meeting shall be held within 60 days of the close of the fiscal year.

b) *Members* will be notified of the Annual General Meeting by placing a notification in the local newspaper, and/or by email 2 weeks prior to the scheduled meeting.

c) The notice shall include the date, time and place of the meeting.

5.3.1 Order of Business

The Order Of Business at an Annual General Meeting shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding Meeting
- Annual Financial Statement
- Committee/Coordinator Reports
- Election of Directors
- Amendments to the Articles and Bylaws
- New business

5.4 Quorum

A quorum for any General, Special or Annual meeting, shall be subject to a minimum of 10% of the voting *members*.

5.5 Voting

Voting on 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.

ARTICLE 6: GOVERNANCE

6.1 Board of Directors

The general management of the *Club* shall be vested in a Board of Directors consisting of: President, Vice President, Secretary, a maximum of 6 Program Coordinators, a Professional Coaches Representative and a maximum of 9 other Directors.

- a) The *Board* has the powers of the *Club*, except as stated in the *Societies Act*.
- b) The *Board* may, from time to time, designate and hire a person or firm when deemed necessary, to carry out actions or functions, under direction and supervision of the *Board*.
- c) Directors will not be paid for services as Directors, but may be reimbursed for any expenses reasonably incurred and related to carrying out *Club* business and objects.

6.1.1 Elections and Eligibility to Serve

- a) All directors shall be eligible persons and shall be of legal age within the province. They must be members in good standing of the *Club* and be Associate members in good standing of the *Association*, or become members of the *Club* and Associate members of the *Association* within thirty days after being elected or appointed to such position.
- b) The voting *members* shall elect all Directors, including President, at the Annual General Meeting each year.
- c) The President shall be elected for a 3 year term.
- d) A Professional Coaches Representative shall be elected annually.
- e) All remaining positions shall be elected for 2 year terms.
- f) Directors shall hold office until the close of the meeting at which their successors have been duly elected.
- g) The Board of Directors shall appoint a *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.
- h) The *Club* shall appoint a Councillor and an alternate Councillor to serve on the Region Council. The delegates and councillors shall report on activities at these meetings to the President.

6.1.2 Resignation or Removal of a Director

- a) Any resignation of a Director, Coaches Representative or Club Delegate to Skate Canada must be submitted in writing to the President or Secretary.
- b) Casual vacancy occurring from any resignation or death before a term has expired, may be filled until the next Annual General Meeting by appointment to the *Board*, by a majority vote of the remaining *members* of the *Board*.
- c) If any *member* of the *Board* is absent more than 2 consecutive scheduled meetings, without prior notification to the President or Secretary, then that position may be declared vacant by a majority vote of the remaining Directors.

d) Voting *members* may remove any Director including the President, before the end of his/her term. There must be a 2/3 majority vote at a Special Meeting duly called for this purpose.

6.2 Meetings of the Board

- a) Attendance by 25% of the Board of Directors, including the President, shall be a quorum.
- b) Meetings shall be called by the President, as set by the *Board* throughout the year. The President also calls a meeting if any two (2) directors make a request in writing. The request must also state the business of the meeting.
- c) Motions and decisions arising at any meeting of the *Board* shall be decided by a majority of votes.
- d) All directors are entitled to one (1) vote. The President may vote only when the vote would change the result. Therefore the President may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion.
- e) Seven (7) days notice of meetings shall be given to each *Board member*. *Board members* may waive notice.

6.3 Roles of Directors

6.3.1 President

- a) shall act as Chair at all meetings except Committee meetings. In his/her absence, the Vice President will fill this duty;
- b) and shall be an ex-officio *member* of all Committees.

6.3.2 Secretary

- a) The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate;
- b) shall issue all notices for *Board* and other meetings, on order of the President;
- c) shall take and keep record of minutes at all meetings;
- e) and shall keep all other records or copies of records of the *Club*.

6.3.3 Program Coordinators

In consultation with the *Club* coaching staff, a maximum of 6 coordinators shall oversee implementation and delivery of all Skate Canada skating programs including but not limited to CanSkate, STARSkate and Synchronized Skating.

6.3.4 Remaining Directors

- a) One Director shall be appointed by the *Board* who shall be responsible for submitting to Skate Canada and the Section such reports and information as are required by Skate Canada rules and other regulations.
- b) Each Director shall be assigned specific duties, titles and/or Committee Chair positions, pertaining to and including, but not limited to Ice Show, Membership, Equipment, Test Chair and Publicity.

ARTICLE 7: COMMITTEES

7.1 Appointment

The President may appoint Committee Chairpersons whom shall look after duties assigned to them. All Committee Chairpersons must submit the names of their committee *members* (if applicable) to the President for approval.

7.2 Eligibility to Serve

All *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*.

7.3 Special Committees

Special committees as deemed necessary by the *Board*, may be formed at any time.

7.4 Standing Committees

7.4.1 Nominating Committee

This committee is responsible for selecting a full slate of candidates for election to the Board of Directors and shall present such a slate to the *Board* no later than 21 days before an Annual Meeting in the year which an election is to be held.

a) The nominating committee shall consist of a minimum of two (2) *members*, one of whom shall be a Director.

ARTICLE 8: FINANCES

8.1 Treasurer

- a) The Treasurer may be paid for their services;
- b) may be appointed by the *Board*;
- b) shall deposit all funds of the *Club* in such banks or other institutions, as may be designated by the *Board*;
- c) shall be responsible for preparing the annual budget and supervising the finances of the *Club*;
- d) shall keep and maintain all financial records of the *Club*;
- f) and carry out other duties assigned by the *Board*.

8.2 Annual Budget and Statements

The *Board* shall present an independently reviewed annual statement of revenues and expenditures to the *members* at each Annual General Meeting.

8.3 Disbursements and Contracts

- a) All disbursements of *Club* funds shall be by cheque or other auditable document.
- b) Two (2) signatures are required on all cheques. One shall be the President.
- c) The *Club* shall not borrow money by any means at any time.
- d) All contracts of the *Club* must be signed by Directors or other persons authorized to do so by resolution of the *Board*.

8.4 Audits

- a) April 30th shall be the end of each fiscal year.
- b) A person designated by the *Board* shall audit the financial transactions of the *Club* each year. This designation shall be two (2) *members* of the *Club*, including Directors or a qualified accountant.
- c) Financial statements shall be made available to any *member* of the *Club* on request.

8.5 Association Fees & Money Owning

All fees and other moneys owing to the *Association* must be fully paid.

8.6 Registered Office

The registered office of the *Club* is located in Camrose, Alberta

8.7 Seal of the Club

The *Board* may adopt a seal as the Seal of the *Club*.

- a) The Treasurer will have control and custody of the seal, unless the *Board* decides otherwise.
- b) The Seal of the *Club* can only be used by Directors authorized by the *Board*. The *Board* must choose the authorized Directors.

ARTICLE 9: AMENDMENTS

9.1 These Bylaws may be cancelled, replaced, altered or added to by a Special Resolution at any Annual General or Special Meeting of the *Club*.

9.2 Right to Submit, Process for Submitting, Voting on

- a) Any *member* in good standing, may propose an amendment to the Bylaws or Objects of the *Club*.
- b) The proposed amendment shall be presented at an Annual General Meeting or at a Special Meeting called for that purpose.
- d) At least 21 days notice of the meeting must be given to *members*. The notice must state details of the proposed resolution to change the Bylaws.
- e) No amendment to the Bylaws of the *Club* shall be accepted from the floor at any General meeting.
- f) 75% of the voting *members* present at the meeting must approve in order for the amendment to be passed.

9.3 Interim Amendments

- a) Bylaws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required.
- b) The Directors must present such Bylaws or amendments at the next Annual General Meeting for ratification.
- c) If they fail to be ratified, they will cease to be effective and may not be re-enacted by the *Board* for one calendar year.

9.4 Effective Force of Amendments

- a) All amendments to the Bylaws upon receiving approval of any General or Special Meeting of *members* and upon approval of the provincial government shall come into force immediately or on a date specified for same.
- b) All such amendments shall be submitted to Skate Canada.

ARTICLE 10: DISSOLUTION

10.1 In the event that Camrose Skating Club should dissolve, all assets of the *Club* shall be transferred in trust to the *City of Camrose* until such time as the assets can be transferred from the *City of Camrose*,

- a) to a charitable or religious group or purpose approved by the *Board*;
- b) with provision for disposal after no less than five (5) years;
- c) with proceeds to be used for the Help Fund and/or recreational purposes in the community;
- d) with the exception of any remaining Gaming proceeds or assets purchased with gaming funds, which shall be dispersed to eligible charities as approved by Alberta Gaming and Liquor Commission.

ARTICLE 11: RULES OF ORDER

11.1 Rules of Order for all meetings of the *Club* shall be conducted as outlined in the most current published version of *Roberts Rules of Order*, in all cases in which they are applicable and consistent with the Bylaws of the *Club*.