

CONSTITUTION OF THE

Saskatoon Figure Skating Club / SkateSaskatoon

1000234

Name of Club

Club Number

September 29, 1964
Date of Incorporation

September 18, 2017
Date of Revision to Constitution

ARTICLE 1: Saskatoon Figure Skating Club/SkateSaskatoon

The Name of the Club shall be Saskatoon Figure Skating Club /SkateSaskatoon herein after called the Club.

The President, Vice-President, Treasurer and Secretary will be referred to as “the Executive” of the Club.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit skating 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 [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 Saskatchewan 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 Members 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).]

BY-LAWS OF

SASKATOON FIGURE SKATING CLUB / SKATESASKATOON

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of gender, age, race or creed.

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. (See Skate Canada By-law 1201 (1) (c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

Members of the Club shall pay a Saskatoon Figure Skating Club/SkateSaskatoon membership fee which provides member privileges as decided and voted on by the Board of Directors.

By-law 4: Member in Good Standing

For a member of 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. Members in arrears shall be considered as having terminated their Club membership.

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 the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the later) and terminate on the last day of the Skate Canada membership year, 31 August.

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 of the Club. The Club Board 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. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. 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. [See Skate Canada By-law 1204.]

The procedure practiced by the Club will be as follows: The Club shall give to the individual an explanation for the termination of membership on request. The individual, if they desire, shall have the right of appeal to the Board of Directors and to a General meeting of the members.

By-law 7: Classes of Club 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 Meeting 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 Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members) **[Note that if rights and privileges differ between members of different Skating Programs, this differentiation must be clearly specified.]**
 - StarSkate/Competitive Membership fee entitles the skater to:
 - Skate on designated group sessions appropriate to level of skating as determined by coach or club manager (i.e. Junior, Intermediate, Senior, Competitive)
 - Ability to book private lessons with Club coaches on all designated sessions
 - Ability to purchase additional “options” as offered by the Club
 - Ability to participate in Club organized skater development sessions (ie. level appropriate Saturday Club Development nights, Club organized skater development seminars)
 - Advanced CanSkate Membership entitles the skater to:
 - Skate on designated Advanced CanSkate group sessions as determined by Advanced CanSkate Coordinator
 - Ability to book private lessons with Club coaches on all non-designated sessions
 - Ability to purchase extra “options” appropriate to skating level as determined by coach and/or club manager
 - Reduced fee for drop-in sessions
 - Ability to participate in Club organized skater development sessions (ie. level appropriate Saturday Club Development nights, Club organized skater development seminars)
 - CanSkate Membership entitles the skater to:
 - Skate on designated CanSkate group programming sessions
 - Ability to book private lessons with Club coaches on level appropriate sessions
 - CanSkate skater **MUST** be in a private lesson if on the ice outside of CanSkate group lessons.

- **Partial Membership:** Includes skaters who are members of Skate Canada through another HOME club and have paid fees as set by the Club. Those registered with another club, but paying full membership fees are entitled to all membership privileges with the exception of representing the Club at competitions. A non-SkateSaskatoon skater who has not paid full membership fees during the Winter Season is not entitled to all Club privileges.
 - Partial Membership fee entitles the skater to:
 - Skate on “Open” or “Open/BYOC” (BYOC – Bring Your Own Skate Canada Coach) designated sessions
 - Ability to book private lessons with Club coaches on Open or BYOC sessions only
- **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.
- **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 and shall not have interests in the assets 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. [See Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (2) and 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. 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 Member Accident Insurance programs [Skate Canada By-law 1201 (1) (c) (viii)].

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: immediate Past President, President, Vice-president, Secretary, Treasurer, and a minimum of five Directors at Large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for a two year term at the Annual General Meeting.

Any two of the President and Vice-president or the Treasurer or /Executive Director shall sign all cheques and legal documents.

The Coaching Representative shall be elected annually by and from within the coaches of the Club and can hold a maximum of two consecutive terms. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. The Coaching Representative shall be elected as per Skate Canada by-laws.

a) With the exception of the Executive Director, Office Administrator, Club Manager, Club Accounting, Information Technology (IT) and Skating Coordinator(s), all functions performed by volunteers will be done without remuneration. This does not include fees for professional services such as auditors, legal fees or hiring of tradesmen. An honorarium may be assigned for professional roles filled by volunteers (i.e. accounting, lawyers etc.).

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 two-thirds majority vote at a Special General Meeting duly called for that purpose.

By-law 12: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of a majority vote (50 percent plus one) of the Board of Directors, including the Chair. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority vote. The meeting chair may vote only when the vote would change the result. Therefore, the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum. [Skate Canada By-law 1420 (5)]

The Board of Directors shall:

- a) Conduct the business and operating affairs of the Club.
- b) Enter into such contracts or agreements as are necessary to provide facilities, professionals and employees. All contracts and legal

documents shall be signed by any two of the President, Vice Presidents or Executive Director.

- c) Give a full report of all Club activities and finances to an annual membership meeting.
- d) Make decisions of policy not specifically stated in the constitution.
- e) Hold at least six Board of Directors meetings per year.
- f) Hold an annual membership meeting and such other meetings as may be required.
- g) Appoint a Club Counselor who shall represent and carry the vote of the Club at Sectional and National meetings

By-law 13: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting 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.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is, absent for three consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors. Absenteeism of the Coaching Representative for three consecutive scheduled Board of Directors meetings will result in a replacement coach representative for the remainder of the term.

By-law 15: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty. In the absence of the President and Vice President, the Board of Directors will nominate a chairperson for that meeting

By-law 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all club funds. The Treasurer shall lead the Finance Committee in preparation of an annual budget in June of each year. The annual budget shall be presented to the Board of Directors for approval to operate throughout the year.

The Treasurer is responsible for keeping records as are required for the financial review at the end of the fiscal year (June). The Treasurer is responsible to report to Executive and the Board of Directors on the finances of the Club regularly.

In the absence of an Executive Director, the Treasurer is responsible for arranging for an audited annual financial statement or annual financial review as voted on by the Membership at the Annual General Meeting.

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, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

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

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

By-law 19: Committees - Appointment

The President shall appoint standing committee Chairs whom shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

By-law 20: Committees: Eligibility to Serve

All Club Board of Directors and 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. Skate Canada By-law 1201 (1) (c) (ii).

By-law 21: 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 (Skate Canada By-law 1603).

By-law 22: Entering Contracts

The Executive shall not enter into any contract, which would be binding beyond the term of the next Executive. All contracts shall be entered into with approval of the Executive and shall include a termination clause.

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 23:

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. 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 Councilor and an alternate Councilor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councilors 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 24: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 15 months of the previous Annual General Meeting. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 20 eligible-voting members. [Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting. Only the business specified in the Notice of a Special Meeting shall be dealt with at a Special General Meeting.

By-law 25: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 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.

By-law 26: 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 27: 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.

By-law 28: Order of Business

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

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

By-law 29: 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 30: Interim Amendments

By-laws may be enacted or amended by a majority vote (50 percent plus one) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next 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 31: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of two-thirds of those eligible to vote and present at an Annual General Meeting of the Club.

By-law 32: Effective Force of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for 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 33: Depositing of Funds

The Executive Director, Bookkeeper, and/or Office Administrator or designate of the Executive shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 34: Disbursement of Funds

All disbursements of club funds shall be by auditable document.

By-law 35: Review of Financial Transactions

A person designated by the Board of Directors, such as an auditor, shall make a review of the financial transactions of the Club for each fiscal year and the financial statements shall be made available to the membership of the Club.

By-law 36: Investment of Funds

a) The Board of Directors of the Club is hereby authorized to invest any of the money of the Club not immediately required into guaranteed funds or such securities as are permitted to be purchased by estates. The approval of three quarters of the members of the Board of Directors must be obtained before this can be consummated and should this money be required to meet the obligations of the Club, the bonds or securities may be sold on approval of three quarters of the members of the Board of Directors.

b) The Club shall establish funds for the purpose of assisting skaters to attend competitions. The amount of such assistance to be determined by the Board of Directors.

c) The Club shall establish funds for the purpose of assisting Coaches of the Club to continue to work toward a higher level of certification or to obtain new training relevant to the skating programs implemented by SkateSaskatoon. The amount of the assistance to be determined by the Board of Directors on an annual basis.

d) The Club shall establish funds for the purpose of paying the expenses of delegates to Sectional and National meetings. The amount of assistance to be determined by the Board of Directors on an annual basis.

- d) All income including receipts from carnivals, ice shows, competitions and Club fund raising programs shall form the general revenue of the Club.
- e) The Club will aim to conduct its operations on current revenue.

By-law 37: Dissolution

In the event that the Club ceases to exist, the net assets from liquidation shall go to a **registered charity** established and operated for charitable purposes in support of amateur sport in Saskatchewan. Particular preference will be given to a charity focusing on promoting skating skills to children, if such a charity exists. The registered charity chosen shall be determined by majority vote at a general meeting of the membership.

COMMITTEES

By-law 38: Finance Committee

This committee shall be responsible for reviewing and/or drafting the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members. Financial review must be undertaken a minimum of quarterly and a report submitted to the Board of Directors. Financial review may be comprised of one Board Executive as the Chair and may comprise volunteers from the membership whose sole purpose is to provide financial guidance to the Board. Financial statements will be provided by the Club administration to the Finance Committee monthly. The Finance Committee will provide a report to the Board. The Finance Committee shall have the operating discretion to adjust the budget throughout the year to a limit of 5% of the operating budget in order to adjust to fluctuations in revenues and expenditures throughout the year.

By-law 39: 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 21 days before an Annual Meeting in the year, which an election is to be held. The nominating committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least three days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted. The report of the nominating committee shall be included in the Notice of the Annual Meeting. The committee will provide a report to the Board.

- 1) a) Names of all members-at-large not subject to re-election.
b) Names of all candidates for one-year terms.
c) Names of all candidates for two-year terms.
- 2) Unsuccessful candidates for elected office may let their names stand for the "members-at-large".

By-law 40: Ice Show Committee

This committee, at those times the Board of Directors elects to hold an ice show, shall be responsible for the planning and production of the ice show. A Club Professional(s) may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Ice Show Committee. The committee will provide a report to the Board.

By-law 41: Programming Committee

This Committee shall be responsible for planning the ice allocation and scheduling for all sessions and test days in the Club. The committee will ensure that the needs of the Club membership for programming are considered and schedules are coordinated between the coaches (as represented by the Club Manager and/or Coach Representative).

A representative of the major interests of the membership shall be invited to attend all scheduling meetings. The committee will provide a report to the Board.

By-law 42: Evaluators, Judges and Test Chair/Committee

This committee shall be responsible for arranging and supervising all tests, obtaining judges for Skate Canada tests, keeping records of tests and preparing test records for forwarding to Skate Canada. In addition, this committee shall assist and promote judges and evaluator's schools and clinics to encourage potential evaluators and judges. The committee will provide a report to the Board.

By-law 43: Competitions Committee

This Committee shall be responsible for informing Club Members of upcoming competitions, for obtaining the information and encouraging participation. This committee shall also be responsible for planning competitions held by the Club. The committee will provide a report to the board.

By-law 44: Advertising and Publicity Committee

These duties are the responsibility of the Club Manager and Office Administrator and the committee will be used only as needed. The advertising committee is responsible for providing ads to the newspapers etc. as well as providing the Star Phoenix and Sunday Sun with competition results. The publicity committee is responsible for promoting specific events, such as registration, ice show and competition. They are also responsible for the preparation of all advertising/publicity for club events including, registration, carnival, AGM, etc. The committee will provide a report to the board.

By-Law 45: Year End Event Committee

This committee is responsible for organizing an annual event to celebrate and recognize skaters, volunteers and coaches. This event may be used to recognize the CanSkater(s) of the year, the Program Assistant of the year and the Vern Friebe Volunteer award. The committee will recognize skaters and volunteers who have received recognition from the Section. The committee will provide a report to the Board.

By-law 46: Synchronized Skating Committee

The objective of this position is to represent the needs and concerns of Synchronized Skating. The committee will provide a report to the board.

Revised September 2017

By-law 47: Club Merchandise Committee

This committee will organize and maintain the Club merchandise. They will also be responsible for the selling of the merchandise. The committee will provide a report to the board.

Adopted by:

Saskatoon Figure Skating Club / SkateSaskatoon

(Club Name)

on 18 of September 2017
(day) (month) (year)

Signed

(President)

September 18, 2017
(Date)

Signed

(Club Board Member)

September 18, 2017
(Date)