**Club Name:** Cold Lake Figure Skating Club

# Incorporation Date (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Constitution Revision Date:** April 24, 2024

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# Revised April 2024,

# Constitution of The

Cold Lake Figure Skating Club 17163726326

Name of Club Club Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ April 24, 2024

Date of Incorporation Date of revision to constitution

# Article 1: Name of Club

The Name of the Club shall be Cold Lake Figure Skating Club hereinafter called the Club.

# Article 2: Skate Canada

## A not-for-profit figure skating club, or the figure skating or skating section of a not-for-profit 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 Bylaw 1100 (3)].

1. 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 Bylaw 1201 (1) (c) (ii), 1201 (1) (c) (vii) and 1201 (1) (c) (ix)]
2. The Club shall abide by all Skate Canada Bylaws, rules and regulations as per Skate Canada Bylaw 1201 (1) (c) (iv).
3. The Club is located in the Alberta/NWT /Nunavut Section of Skate Canada. See Skate Canada Bylaw 1503 for definition of Sections.

**Article 3: Purpose of the Club**

* 1. 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.
  2. 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 [Bylaw 1201 (1) (c) (iv)]
  3. 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.
  4. The Club shall operate only Skate Canada figure skating programs.
  5. Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

**Article 4: Bylaws of The Club**

1. The Bylaws, 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.
2. The Bylaws, Rules and Regulations of Skate Canada and those of the

Section in which the Club operates shall take precedence over any Club Bylaws [Skate Canada Bylaw 1201 (1) (c) (iv)].

1. Any Club Bylaw contrary to the Bylaws, 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 Bylaw relating to that Club. [Skate Canada By­ law 1201 (1) (c) (iv).]

**BYLAWS OF THE**

**Cold Lake Figure Skating Club**

**MEMBERSHIP**

Bylaw 1: Club Membership

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

Bylaw 2: Skate Canada and Club Bylaws. Rules and Regulations

All members shall uphold, observe and conform to the Bylaws, Rules and

Regulations of Skate Canada, the Bylaws of the Club and such regulations as made by the Board of Directors of the Club.

Bylaw 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 Bylaw 1201 (1) (c) (ix), Skate Canada Bylaw 1202 (1) (a), Rule 2101, Policies and Procedures.)

Bylaw 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.

Bylaw 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 latter) and terminate on the last day of the Skate Canada membership year, 31 August.

Bylaw 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 Bylaws, 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. The Club Board of Directors shall approve this policy 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 Bylaw 1204.]

Bylaw 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 chub 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.]
* **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.
* **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another Home Club and have paid a reduced fee as set by the Club. Ice time for practice and lessons will be at the discretion of the coaches, no vote and may not hold office.
* **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) 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:** ARestricted 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 Bylaw 1201 (1) (c) (i) and 1202 (1) (e)]
* **Active Member (Non-voting rights) or Restricted Voting Rights):** An active member (non-voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights. [Skate Canada Bylaw 1201 (1) (c) (i) and 1202 (1) (e)]

**LIABILITY**

Bylaw 8: Liability

The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor of 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 Bylaw 1201 (1) (c) (viii)].

**CLUB MANAGEMENT**

Bylaw 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.

Bylaw 10: General Management of the Club

The general management of the Club shall be vested in a Board of Directors consisting of President, Vice-president, Secretary, Treasurer, Bingo Chair, Test Chair, Fundraiser/Casino Chair, Event Chair, and a Coaching Representative. All of the above, with the exception of the Coaching Representative shall be elected for 2-year term at the Annual General Meeting. The President, Treasurer, Secretary, and Event Chair shall be elected in even number years and the Vice President, Bingo Chair, Test Chair, and the Fundraiser/Casino Chair shall be elected in odd numbered years. The Coaching Representative, Test Group Liaison, and CanSkate Liaison shall be elected annually. The Coaching Representative will be selected by and from within the coaches of the Club.

Bylaw 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 2/3 majority vote at a Special General Meeting duly called for that purpose.

Bylaw 12: Voting at Board of Directors Meetings

*A* quorum of the Board of Directors shall consist of 50% plus 1 member of the Board of Directors, including the Chair. Questions arising at any meeting of the Board of Directors shall be decided by majority of votes. 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 this defeats a motion. *A* majority of the Board of Directors shall form a quorum. [Skate Canada Bylaw 1420 (5)]

Bylaw 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 coaching staff.

Bylaw 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than **two** 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.

Bylaw 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.

Bylaw 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents.

Bylaw 17: 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 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.

Bylaw 18: Committees President as ex-officio member

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

Bylaw 19: Committees - Appointment

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

Bylaw 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 Bylaw 1201 (1)

(c) (ii).

Bylaw 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's Rules of Order in all cases in which they are applicable and consistent with the Bylaws or special rules of the Association (Skate Canada Bylaw 1603).

**SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS**

Bylaw 22: Skate Canada Club Delegate and Region Councilors

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 Bylaws 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**

Bylaw 23: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 60 days of the close of the March 31st fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 50 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 per cent of the eligible-voting members.

Bylaw 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 15 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 Bylaws and a complete list of the candidates nominated for elections.

Bylaw 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.

Bylaw 26: 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.

Bylaw 27: 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 Bylaws Appointment of Auditors (as applicable)

New Business

**AMENDMENTS**

Bylaw 28: Right to Submit

Process for Submitting - Any member of the Club, in good standing, may propose an amendment to the Constitution or Bylaws 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 Bylaws of the Club shall be accepted from the floor at any meeting.

Bylaw 29: Interim Amendments

Bylaws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such Bylaws 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.

Bylaw 30: Voting of Amendments

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

Bylaw 31: Effective Force of Amendments to Bylaws

All amendments to the Bylaws, 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 Bylaw.

**FUNDS**

Bylaw 32:

The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

Bylaw 33:

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

Bylaw 34:

An accountant designated by the Board of Directors shall prepare a compilation statement of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

Bylaw 35: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to the KidSport Organization.

Bylaw 36: Committees

Special Program Sub-committees, as deemed necessary by the club, may be formed. These Sub-committees may include, but are not limited to:

Carnival/Ice Show Committee/Chair Ice Committee/Chair

Test Committee/Chair Music Committee/Chair

Club Competition Committee/Chair Synchronized Committee/Chair

Recreation Program Committee/Chair

**Adopted by:**

Cold Lake Figure Skating Club on ­­­­­\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Day) (Month) (Year)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(President) (Date)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Club Board Member) (Date)