

BOWIE FIGURE SKATING CLUB CONSTITUTION & BYLAWS

Reprinted May 2000

ARTICLE I

NAME

Section 1. **NAME:** The organization shall be known as the BOWIE FIGURE SKATING CLUB.
a member of the USFSA.

ARTICLE II

PURPOSE

Section 1. **PURPOSE:** The purposes of the Club are: to encourage the instruction, practice, & advancement of the members in all types of figure skating; to encourage & cultivate a spirit of friendship among ice skaters; to promote activities, such as test sessions, competitions, carnivals, & to make available general policies of the USFSA. The Club shall not be conducted or operated for profit. Should profits accrue, or should there be a residue from dues or donations, no member or individual as such shall benefit.

ARTICLE III

MEMBERSHIP

Section 1. **GEOGRAPHICAL SCOPE:** The place of residence shall not be a factor in establishing membership, however The City of Bowie does require that we document the percentage of Bowie residents on our ice rental contract.

Section 2. **CLASSES OF MEMBERSHIP:** Classes of membership shall be INDIVIDUAL and FAMILY, ASSOCIATE and PROFESSIONAL ASSOCIATE, SKATING and NON-SKATING.

Section 3. **HONORARY MEMBERS:** Honorary members may be elected at any meeting of the Club after recommendation by the Board of Directors but three negative votes shall reject.
Honorary members shall be free from initiation fees, dues, and/or assessments. They may attend ice skating sessions under the same rules governing other members. They shall not be nominated, nor elected to office, nor serve as a member of the Board of Directors. They shall not be permitted to vote, nor lay any claim to the assets or property of the Club.

Section 4. **APPLICATION FOR MEMBERSHIP:** Application for memberships must be submitted in accordance with By-Laws to the Membership Chairperson.

Section 5. **ARREARS FOR DUES:** Any member in arrears for dues or other indebtedness shall be notified by mail by the Member Chairperson at the last known address. If the amount is not paid in full within one month thereafter, the names of the delinquent reported by the Membership Chairperson to the Board of Directors at their next meeting. The Board of Directors may declare delinquent members as "Not in good standing" and/or drop from the roll of members.

Section 6. **ARREARS FOR DUES RESTRICTIONS:** No member in arrears for dues or other indebtedness shall be eligible to hold office, to vote, or to enter into any Club test sessions or competitions.

Section 7. **RESIGNATION:** Any member not in arrears for dues or other indebtedness may tender a written resignation of his/her membership to the Secretary who shall report to the Board of Directors at the next meeting for their action.

Section 8. **RESPONSIBILITIES FOR GUEST:** Members shall be responsible for the conduct & indebtedness of all persons admitted to the Club's activities at a member's invitation.

Section 9. **ASSOCIATE MEMBERS:** These members must pay associate dues & any ice fees for ice sessions purchased.

ARTICLE IV

DUES AND FEES

Section 1. **DUES:** Dues for membership shall be paid annually to the Club. The Board of Directors shall determine the required amount. Dues are payable at the start of the Club year.

Section 2. **FEES:** A skating fee shall be charged each skating season for skating members. The Board of Directors shall review the skating costs each year & then determine the fee structure. Skating fees are payable in accordance with a schedule as determined by the Board of Directors.

Section 3. **GUEST FEES:** A visiting skater may be admitted to TWO (2) Club sessions PER SEASON, provided he/she is accompanied by a Club member, & upon payment of a pick up fee for each session attended. The fee shall be determined by the Board of Directors at the same time membership fees are set.

Section 4. **NON-SKATING MEMBERS:** Non-skating members may skate up to six (6) Club sessions per

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season upon payment of the pick up fee for each session attended .

ARTICLE V CLUB MEETINGS

Section I. CLUB YEAR: The Club's official tax year shall be September 1 to August 31. The Club's skating year is from May 1 to April 30.

Section 2. ANNUAL MEETING: There shall be at least one Club membership meeting each year. The primary meeting shall be held within one month at the close of the skating season. A second meeting may be held near the first of September prior to the start of the season.

Section 3. SPECIAL MEETINGS: The Secretary shall call special meetings at the direction of the President, upon written request of five Club members in good standing. The call for special meetings shall include an agenda & shall be limited to that agenda.

Section 4. VOTING PRIVILEGES: Voting shall be limited to one vote per household. If an individual member or if all members of a household are under 18 years of age, then one adult of household shall have the vote.

- a. Associate member(s) shall have no vote at Club meetings.
- b. Associate member(s) may obtain voting status upon payment of regular home Club dues & changing their home club to BFSC.

Section 3. QUORUM: Ten percent of the membership shall constitute a quorum for the transaction of business.

Section 6. NOTICES: Notices of annual meetings shall be mailed by the Secretary to the membership at least ten (10) days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

ARTICLE VI ADMINISTRATION

Section I. BOARD OF DIRECTORS: The administration of the Club shall be vested in the Board of Directors hereinafter called the Board.

Section 2. OFFICERS: Officers shall consist of the positions stated herein to be elected from within the Board & by the Board.

ARTICLE VII BOARD OF DIRECTORS

Section I. NUMBER OF MEMBERS: There be a Board of Directors composed of seven regular members of the Club.

Section 2. TERMS OF OFFICE: New members shall be elected each year at the annual meeting of the membership to replace those members whose terms are expiring, & they shall serve for a period of three years.

Section 3. MEMBERS: Only one member of a family may serve on the Board at any given time.

3a. A Director must be either a skating member or the parent or guardian of a skating member. (need to vote)

3b. A Director's home Club must be the Bowie Figure Skating Club, & if the Director is not a skating member, the Director's child/children must be a skating member(s) whose home Club is the Bowie Figure Skating Club.

3c. If the requirements for being a member of the Board of Directors ceases to be met for a period of greater than 60 days during the skating season, then that person ceases to be a member of the Board of Directors.

Section 4. NOMINATING COMMITTEE: A Nominating Committee shall be appointed by the Board in October. It shall be charged with preparing a list of candidates as follows: (i) solicit candidates from Club, (ii) publicize the list of candidates, (iii) prepare a ballot for use at the Spring Annual Meeting.

Section 5. QUALIFICATIONS OF CANDIDATES: Candidates must be in good standing & at least 21 years old.

Section 6. VACANCIES: The Board may fill a vacancy among their membership by filing a letter of acceptance with the Club Secretary & shall publish a notice to this effect.

Section 7. BOARD MEMBER REMOVAL: The office of the Board member shall be vacated:

1. If he/she is convicted of a criminal offense.
2. If by notice in writing to the Club, he/she resigns his/her position.
3. If he/ she is no longer a member of the Club.

Section 8. OFFICERS: The officers shall be: the President, Vice-President, Secretary, Treasurer, &

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members chosen by the Board at their first regular meeting, by ballot, & hold office for one year or until their successors are chosen.

ARTICLE VIII DUTIES OF OFFICERS

Section 1. DUTIES OF PRESIDENT: It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club & of the Board of Directors. He/she shall have the entire supervision & management of the Club & its property pending the action of the Board; the power to suspend any member for violating the By-Laws or Regulations of the Club pending the approval of the Board; call special meetings & Club meetings. The President, together with the Secretary shall sign all agreements & contracts made by the Club upon the approval of the Board.

Section 2. DUTIES OF THE VICE-PRESIDENT: It shall be the duty of the Vice-President to assist the President in the discharge of his/ her duties & in his/ her absence, to assume the duties & officiate.

Section 3. DUTIES OF THE SECRETARY: It shall be the duties of the Secretary to keep of the Meetings of the Club & of the Board & to supervise all reports & documents connected with the business of the Club; to keep membership informed of Club elections, including dates of their election & a record of all members elected, deceased, suspended, or expelled.

The Secretary may be assisted in these duties by a Membership Chairperson.

The Secretary shall receive copies of all applications for membership & shall notify the applicant of election or rejection. If elected to membership the Secretary shall furnish Club literature including By-Laws & Rules of the Club. The Secretary shall supervise the correspondence of the Club, & prepare & issue notices of all meetings of the Club & Board.

Section 4. DUTIES OF THE TREASURER . The Treasurer shall have charge of the funds of the Club & shall keep a record of all receipts & disbursements & shall render a written report monthly or as otherwise requested by the President of the Board. Disbursements shall be made only upon approval by the Board. The Board shall have the power whenever they deem it necessary to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board or in securities approved by the Board. All disbursements by cheque shall be signed by the Treasurer. The Treasurer shall prepare a summary

of the Club's financial activity at the conclusion of the Club's season.

Section 5. LIMITATION OF OFFICERS: No officer shall have the authority to enter into agreements or contracts or to authorize expenditure of funds without the prior approval of the Board.

ARTICLE IX POWERS & DUTIES OF THE BOARD OF DIRECTORS

Section 1. MEETINGS: The Board shall meet at least once in every month, during the skating season. The date & place of such meetings shall be stated by the President; or in his/her absence by the Vice-President. Any four (4) members of the Board may call a Board meeting upon notice to all members of the Board at least three (3) days prior to the meeting. The notice shall state the date & place of the meeting, purpose & names of the four (4) members requesting the meeting.

Section 2. QUORUM: Four members shall constitute a quorum.

Section 3. VOTING AUTHORITY: Each member of the Board is entitled to one vote.

Section 4. AUTHORITY: The Board shall have the entire authority in the management of affairs & finances of the Club & shall have general control of all its property. All rights & powers connected therein shall be vested in them.

Section 5. RULES: They shall make rules as they deem proper respecting the use of the Club's property; prescribe rules for the admission of guests; fix penalties for offenses against the rules; and make rules for their own government for & of the committees appointed by them.

Section 6. APPROPRIATIONS: All appropriations from the funds of the Club shall be made by the Board.

Section 7. AUDITS: They shall audit records of the Secretary, Treasurer, & of the Committees.

Section 8. CANDIDATES FOR MEMBERSHIP: They shall elect to membership in the Club as hereinafter provided such candidates as they consider desirable. Such elections must be by ballot at a regular meeting of the Board & three (3) negative votes shall reject. No rejected candidate shall be eligible to membership within six months after rejection.

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Section 9. SUSPEND OR EXPEL: They shall have the power to suspend or expel any member for violations of the Constitution & By-Laws or for conduct which they deem improper, but no member shall be expelled or suspended longer 30 days without a hearing.

9a. The Membership chairperson shall keep a list of people denied membership.

Section 10. READMIT TO MEMBERSHIP: They may at a regular meeting, readmit to membership, without the payment of a second initiation fee, any former member whose resignation has been fully accepted. Such readmission must be by ballot & five (5) negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six months after rejection.

Section 11. DROP & REINSTATE TO MEMBERSHIP: They may as hereinafter provided drop from the roll any delinquent member & also may reinstate such members as hereinafter provided.

Section 12. INDEBTEDNESS: They shall have the power to limit the indebtedness of a member to the Club.

Section 13. STANDING COMMITTEES: They shall appoint all standing committees with full authority over them except as hereinafter provided & shall appoint such other committees as necessary.

Section 14. BOARD MEETINGS: The Chairmen of the Standing Committees may be requested by the President to attend special meetings of the Board. They may enter into & take part in all discussions, but may not vote.

Section 15. CLERICAL ASSISTANCE: They have the authority to make, in their discretion, appropriations for clerical assistance to the Secretary & Treasurer.

Section 16. EXPENDITURES & REVENUE: They shall prepare for submission at the annual Meeting, a report of the Club's financial activity for the season just concluded. As soon as is practicable following the conclusion of each season they shall prepare a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same.

Section 17. U.S.F.S.A. DELEGATE: They shall elect a Delegate or Delegates to the United States Figure Skating Association. The Club Secretary shall inform

the Association's Secretary, in writing, of the name & address of the Delegate elected. Said Delegate shall be the sole representative between the Club & the Association & shall attend the Association meetings either in person or by proxy. The Board may, as it seems fit, pay the traveling expenses of the Delegate to the Association Meetings. In selecting the Club representative to the USFSA, the Board's first appointment will be the Club Test Chairperson & subsequent appointments will be made at the discretion of the Board.

Section 18. C.R.C.F.S.C. DELEGATE: They shall select a Delegate & alternate delegates to the Capital Regional Council of Figure Skating Clubs. The Club Secretary shall inform the Council Secondary, in writing, of the name, address, & phone number of the Delegate & alternates selected. Said Delegate, or alternates in their absence, shall represent the Club in affairs of the Council. The Board may, as resources permit, authorize payment to meetings of the Council.

ARTICLE X

STANDING COMMITTEES & SYNCHRONIZED TEAMS

Section I. NAMES: The Standing Committees shall be: (1) Membership Committee, (2) Music Committee, (3) Rules & Ice Committee, (4) Entertainment Committee, (5) Test Committee, (6) Show Committee, & such other committees as the Board deems necessary. They shall be appointed annually by the Board at their regular meeting after the annual election.

Section 2. MEMBERSHIP COMMITTEE: The Membership Committee shall consist of one or more members. They shall investigate & pass upon the qualifications of all candidates for membership & report their conclusions to the Board.

Section 3. SYNCHRONIZED SKATING TEAMS: Synchronized skating teams may organize in any way that is approved by the Board of Directors.

3a. A synchronized skating team shall present a monthly financial statement to the Board of Directors at a board meeting, & at the end of the skating season & prior to the general membership meeting.

3b. All assets acquired with synchronized funds are the property of the synchronized skating team & a team administrator shall provide a record to the Board. Synchronized skating team fund raising shall have prior approval of the Board.

3c. Upon synchronized skating team dissolution, all assets become the property of the Club.

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Section 4. MUSIC COMMITTEE: The Music Committee shall consist of one or more members. They shall select & make arrangements for the playing of music at the Club sessions, entertainments, etc.

Section 5. RULES & ICE COMMITTEE: The Rules & Ice Committee shall consist of one or more members. They shall make rules & arrangements for the conduct of the Club members during regular skating sessions, & divide the ice sections corresponding to the requirements of the Club. Those rules and regulations shall approved by the Board of Directors & then posted on the Club bulletin board.

Section 6. ENTERTAINMENT COMMITTEE: Entertainment Committee shall consist of one or more members. They shall provide & take charge of social entertainment given by the Club.

Section 7. TEST COMMITTEE: The Test Committee shall consist of one or more members who will organize, run, & report on all Club test sessions, determine who shall be eligible to participate in such sessions, & maintain records of members' progress. The duties of the Test Committee be combined with those of the Competition Committee.

Section 8. COMPETITION COMMITTEE: The Competition Committee shall consist of one or more members who will organize & run all competitions & will compile & maintain current, all necessary records & reports for such activities. The duties of the Competition Committee may be combined with those of the Test Committee.

Section 9. DANCE COMMITTEE: The Dance Committee shall consist of one or more members who shall have complete charge of all dance periods scheduled during Club sessions. They will arrange for time with the Rules & Ice Committee, & music with the Music Committee. They shall make up a complete program of dances to fit the dance sessions allotted by the Rules & Ice Committee.

Section 10. SHOW COMMITTEE: The Show Committee shall consist of one or more members, & shall be responsible for the production of any Club shows. They shall submit to the Board, a proposal for the theme/concept of show, including music selection, casting & costume arrangements, three (3) months prior to show date. Scheduling with Club Pros, choreography & programming, practice/rehearsal time shall be coordinated with the Board and Rules & Ice Committee, along with publicity, printing, etc.

ARTICLE XI DISCIPLINE

Section 1. METHOD OF PROCEDURE: Any member(s) having complaint against another member for infraction of any law or rule, for conduct injurious to the welfare of the Club (other than skating rules), may file a report with the Board of Directors. The report shall state the facts, including names of witnesses, if any. Upon receipt of report, the Board shall meet to investigate complaint. All parties involved will receive notice seven (7) days prior to a meeting at which time the case will be heard. Statements & evidence will be filed with the Secretary who will mail copies to all parties. The Board's decision may be appealed in writing within seven (7) days & will be put before the Club. A two-thirds vote shall be the only means available to reverse the Board's decision.

ARTICLE XII ADOPTION & AMENDMENTS OF CONSTITUTION AND BY-LAWS

Section 1. ADOPTION: The President shall call the Club together & request the adoption of the embodied Constitution and By-Laws.

Section 2. AMENDMENTS: The Constitution and By-Laws may be amended by a majority vote of the members present, provided a copy of the proposed changes has been submitted to the members at least one week prior to the vote.

This constitution and by-laws reprinted May 2000, with *precision* replaced by *synchronized skating*, to comply with USFSA change 1999. No other changes were made. D. Bancroft, Membership Secretary.