



***SKATE MELFORT  
CONSTITUTION AND  
BY-LAWS***

***CLUB NUMBER: 1000210***

***ACCEPTED: MAY 27, 2021***

# CONSTITUTION OF SKATE MELFORT CLUB NUMBER 1000210

## **ARTICLE 1: NAME OF CLUB**

The Name of the Club shall be Skate Melfort (SM) hereinafter called 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 programs for Skate Canada registrants.
- B) The Club shall pay such fees and such other charges as shall be required of Clubs from time to time by Skate Canada.
- C) The Club shall abide by all Skate Canada Bylaws, Rules and Regulations.
- D) The Club is located in Region 11 in the Saskatchewan Section of Skate Canada.

## **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 registrants 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.
- D) The Club shall operate only Skate Canada programs.
- E) Only Skate Canada Professional Coaches are permitted to instruct Skate Canada programs in the Club.

**ARTICLE 4:****BYLAWS OF THE CLUB**

- A) 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.
- B) 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.
- C) 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.

# BYLAWS OF SKATE MELFORT CLUB NUMBER 1000210

## MEMBERSHIP

### **By-law 1: Club Membership**

- Membership in the Club shall be open to all, regardless of any actual or perceived differences based on race, national or ethnic origin, colour, religion, age, language, gender, sexual orientation, gender identity and expression, or disability.

### **By-law 2: Skate Canada and Club By-laws, Rules and Regulations**

- The Club shall operate in strict compliance with applicable Bylaws, Rules, Regulations and Policies of Skate Canada and the Section. Any Bylaw, Rule, Regulation, Policy or Procedure of the Club that is inconsistent with the Bylaws, Rules, Regulations and Policies of Skate Canada and the Section will, to the extent of the inconsistency, be deemed to be void and of no effect.
- 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 (policies & procedures) 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 by Skate Canada.
- Members of the Club shall pay fees to Skate Melfort which provides member privileges as decided and voted on by the Board of Directors.

### **By-law 4: Member in Good Standing**

- All fees and monies owing to the Club must be fully paid by a member. Failure to do so within 30 days of receipt of invoice may lead to a member being considered as Not in Good Standing.
- A member Not in Good Standing, will not be permitted to take part in Club activities and club membership will be terminated.

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

## **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.

## **By-law 7: Eligibility for Voting and Non-Voting Club Membership**

### **Eligibility for Voting Membership**

- A person is automatically deemed to be a Voting Member in any of the following situations and shall be entitled to one vote each at the Annual General Meeting and Special Meetings of the Club.
  - Director, for so long as they remain a Director
  - An active member who is 18 years of age or older, for the duration of the current skating year
  - The Parent or Guardian of an active member under the age of 18 , for the duration of the current skating year. The parent or guardian representing more than 1 active member will be eligible for 1 vote per family.
  - Associate members over the age of 18 who pay full registration fees, or their parent or guardian if under the age of 18.
  - Individual members who have paid the required fees to the club
- A Person may be eligible to be accepted as a Voting Member if they:
  - Are 18 years of age or older; and
  - Has one or more children or dependents who are skaters; or
  - Is interested in advancing the purposes and supporting the activities of the Club

### **Eligibility for Non –Voting Membership**

- A skater who is under the age of 18 is automatically deemed to be a Non-Voting Member for the duration of the current skating year.
- A person who is an employee of, or is a contractor providing services to the Club is eligible for Non- Voting 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, are Members of Skate Canada, and who's home Club is Skate Melfort
- Active Membership: All eligible skaters who participate in a Club Skating Program, have paid the fees as set by the Club, are Members of Skate Canada, and who's HOME Club is Skate Melfort.
- Associate Membership: All skaters who participate in a Club Skating Program, have paid the fees as set but the Club, but who are members of Skate Canada through another HOME Club. Associate members who pay full membership fees are entitled to all Club privileges with the exception of representing the Club at competitions. The associate member who does not pay full membership fees are not entitled to all Club privileges and do not have a vote.

## **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

## **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 registrants of Skate Canada, be of legal age, and be eligible persons 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: President, Vice-President, Treasurer, Secretary, Assessment and Events Coordinator, Fundraising Director, Professional Coach Representative and up to 5 Directors at Large which may include a CANSkate Director and a STARSkate Director. The Past President shall be ex-officio and shall hold office until a new President has been duly elected.
- All functions of the board are performed by volunteers and will be done without remuneration.
- The Board of Directors shall:
  - Conduct the business and operating affairs of the Club.
  - Enter into such contracts or agreements as are necessary to provide facilities, professionals, and employees.
  - Give a full report of all Club activities and finances at an annual membership meeting (AGM).
  - Make decisions of policy not specifically stated in the constitution and /or by-laws.
  - Hold regular Board of Directors meetings, at least monthly during the skating season, and as needed during the off season, and an AGM at the end of the skating season.

### **By-law 11: Qualifications of Directors**

- A person may not be elected, appointed, or otherwise serve, or continue to serve, as a Director if they:
  - Are not a Member of the Club
  - Are not a registrant in good standing with Skate Canada
  - Are less than 18 years of age
  - Have been declared by a court in Canada or elsewhere to be incapable of managing their own affairs or person or both
  - Are an undischarged bankrupt
  - Have been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

### **By-law 12: Nomination of Directors**

- The Board of Directors will identify a Director in charge of nominations who will present a slate of nominees for election at each annual general meeting.
- Any nominations for election as a Director made by voting Members in addition to the slate must be made in accordance with these Bylaws, and such policies and procedures as are established by the Board from time to time.
- All nominations are subject to the following rules:
  - A voting Member in good standing may nominate a person qualified in accordance with Bylaw 11, including themselves.
  - A nominee must be a voting Member in good standing and qualified in accordance with Bylaw 11 to be nominated and must remain in good standing in order to stand for election.
  - A nomination must be made in writing, in a form established by the Club, and must be signed by:
    - The nominating Member
    - The nominee
    - In the case of self-nomination, by one other voting Member in good standing.
  - A Member may not nominate more nominees than the number of Director positions available for election and may not nominate more than one person for a specific position.
  - Nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by the Board.
  - Nominations may also be permitted from the floor at a General Meeting
- The Board will establish a nominations policy and procedure to further govern nominations for election as Director, provided that no policy or procedure is valid that contravenes the *Societies Act* or these Bylaws.

### **By-law 13: Holding of Board of Directors Office and Terms of Office**

- The President, Vice President, Treasurer, Secretary, Fundraising Director, and Assessment and Events Director will be elected to serve a 2 year term.
  - President, Secretary, and the Fundraising Director shall be up for election at the AGM on even years.
  - Treasurer, Vice President, and Assessment and Events Director shall be up for election at the AGM on odd years.
- Directors at Large, including the CanSkate and STARSkate Directors will be elected annually.
- The Professional Coach Representative will be appointed annually.
- Directors elected 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 general membership by a 2/3 majority vote of all those eligible to vote at a Special General Meeting duly called for that purpose.
- Board Members must keep and maintain a current record of procedures necessary to fulfill the duties of their position. These documents must be passed on to the next Member elected to hold that position. A copy of relevant documents must also be kept electronically in the Club's google account.

### **By-law 14: Voting at Board of Directors Meetings**

- A quorum of the Board of Directors shall consist of 50 percent plus 1 member 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 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 thus defeat a motion. A majority of the Board of Directors shall form a quorum.

### **By-law 15: 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.

### **By-law 16: 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..



### **By-law 17: Duties of President**

- Supervise the other Directors in the execution of their duties
- Act as Chair of all Board of Directors and general meetings. In their absence, the Vice-president will fill this duty. In the absence of the President and Vice President, the Treasurer will fill this duty. If all three are absent, the meeting will be declared “without quorum”, and will be postponed.
- The President is ex-officio, a member of all committees.
- Submit to Skate Canada, the Section, and Region 11, such reports as are required by Skate Canada rules and other regulations, including sanction forms.
- Attend Region, Section, or National meetings on behalf of the club as required.
- Schedule regular meetings of the Board of Directors and call special meetings as required.
- Prepare an agenda for Board of Directors meetings or instruct the Secretary to perform this duty by communicating necessary agenda items for discussion.
- Ensure all important tasks are completed by the Board using the Skate Canada Club Operation Checklist as a guide.
- Be the only contact with the City of Melfort
- Speak on behalf of the Club
- Monitor and respond to Club correspondence and emails.
- Maintain and update the Club’s text messaging system for Board Members “Whatsapp”
- Send general communication / emails to Club membership
- Book ice times with the City of Melfort
- Attend Ice Users meetings or arrange for a delegate to attend.
- Sign cheques along with the treasurer
- Sign documents such as grant applications, and letters sent on behalf of the club
- Sign coaching contracts after approval by the Board.
- Appoint Committee chairs as required and approve committee members.
- Complete coaching staff performance reviews
- Collect mail from the Club’s post-office box along with the treasurer.

### **By-law 18: Duties of Vice President**

- In the absence of the President, perform the duties assigned to the President
- Act as Chair of Board of Directors meetings in absence of the President
- Chair the nomination committee and recruit Directors
- Recruitment and retention of Members
- Responsible for advertising, marketing, and publicity of Club events.
- Oversee the Club's website and social media accounts.
- In Charge of Club Awards and Provincial and National nominations with direction from the Coaching Director as to appropriate recipients. This includes managing existing awards, ordering new awards and badges, and ensuring name plates and metals are ordered in time for the awards ceremony.
- If required, assist with planning, and implementing goal setting sessions and parent meetings.
- Manage the Club’s display case and bulletin boards at the Palace
- Ensure volunteers are recognized and recommend year-end gifts for volunteers and coaches
- Sign cheques along with the treasurer

### **By-law 19: Duties of Treasurer**

- Keeping of such financial records, reports, and returns, including books of account, as are necessary to comply with the *Societies Act* and the *Income Tax Act*.
- Rendering of financial statements to the Directors, Members, and others when required
- Responsible for the safe control of all Club funds
- Prepare and submit to the Board of Directors an annual budget
- Keep such record as are required for financial review
- Ensure the Club`s financial documents are reviewed at the conclusion of each Skating Season and a financial statement is prepared.
- Sign cheques and legal documents on behalf of the Club.
- Arrange signing authority for cheques with the Club's financial institution.
- Act as Chair of Board of Directors meetings in absence of the President and Vice President
- Prepare, submit, and sign grant applications and obtain the President`s signature if required.
- Pay all bills in a timely manner.
- Register the Club and Members with Skate Canada for the current year, and enroll Members into the appropriate member category with Skate Canada.
- Maintain an electronic balance sheet with all the Club`s financial transactions
- Maintain a binder containing the Club`s financial information, rental agreements, ice bookings, coaching contracts, meeting minutes, bank statements, Program Registrations, and any other Club documents.
- Prepare Program Registration on the Club`s Uplifter Account and monitor and communicate registration numbers to the Club and Coaching Director.
- Monitor bill payments on the Club`s Uplifter Account
- Maintain a spreadsheet of current registrants by category, including Skate Canada numbers and relevant personal information and forward to the Coaching Director, Fundraising Director, and the Vice President (or Member in charge of the Social Media accounts).
- Update the Club's contacts in the g-mail account to ensure all current members receive communication.
- Prepare financial documents each year including an annual budget, projected program costs, coaching costs by program, actual program costs, and a revenue/expense statement.
- Review financial information and recommend a fee structure for Skating programs.
- Monitor the club e-mail account for electronic bills and other relevant information.
- Collect mail from the Club`s post office box along with the President.

### **By-law 20: Duties of the Secretary**

- Issue notices of meetings of the Club and the Board of Directors including the AGM.
- Prepare meeting agendas if advised by the President.
- Prepare and send out invitations for meetings that are held virtually.
- Prepare and distribute meeting minutes to Board Members within one week of the meeting.
- Store all meeting minutes electronically in the Club's google account.
- Prepare a monthly Newsletter for Members.
- Ensure any motions or voting that takes place via email or texting is entered into the minutes of the next meeting.
- Collect and distribute correspondence.
- Update Club documents and policies and procedures if necessary.
- Organize Club documents in the Club's google account
- Develop a year-end survey for Members if appropriate, including customizing questions, distributing surveys, collecting responses, and reporting results to the Board of Directors.

### **By-law 21: Duties of the Professional Coach Representative**

- Attend regular meetings of the Board of Directors
- Relay pertinent information from the Board of Directors to other Club coaches
- Ensure an orderly and consistent flow of information between coaches, the Board and parents.
- Fulfill the duties listed in the Professional Skating Coach Director job description and coaching contract.

### **By-law 22: Role of the Assessment and Events Director**

- Coordinate STAR 1-5 assessment procedures with the Coach Director
- Collect completed assessment sheets from the coaches on a regular basis
- Ensure fees for assessments are collected as required
- Submit all assessments to Skate Canada within the designated time frame
- For STAR 6-Gold assessments (high test days), obtain a list of assessments to be completed from the coach and forward them to the assessment coordinator in charge of the event.
- Coordinate fee collection and payment to Skate Canada with the treasurer.
- Coordinate, plan, and oversee assessments days held by the Club according to the Skate Canada Saskatchewan procedure manual.
- Keep a record of all completed assessments and provide a report to the Board at the end of the year.
- Notify Club Members, Board members, and Coaches of upcoming events
- Collect registrations for special events/competitions and encourage participation of members.
- Act as a liaison with the Coach Director to discuss problem matters, suggestions for improvement of programs and other related items if not already done by the CanSkate or STARSkate Directors.
- Chair the Club's Year End Event Committee to plan year end performances which may include a Club Funfest type event, Showcase, Ice Show, and awards banquet and ceremony.
- Chair any special events hosted by the Club including FunFest, Seminars, and Competitions.
- Promote and recruit Members to attend education sessions for evaluators, judges, or officials.

### **By-law 23 Role of the Fundraising Director**

- Plan, coordinate and oversee the Club's fundraising activities
- Organize and recruit volunteers for Club activities
- Communicate fundraising information to members
- Monitor and ensure Members are participating in required Club fundraising activities.
- If required, collect fundraising cheques in lieu of fundraising commitments from Members
- Work with the treasurer to collect money and pay bills for fundraising activities
- Seek sponsorship opportunities if appropriate.
- Monitor and maintain the Skate Melfort Fundraising g-mail account

### **By-law 24: Role of the CanSkate Director**

- The CanSkate Director is considered a member at large.
- Act as a liaison between CanSkate parents, coaches, and the Board of Directors
- Be available at CanSkate sessions when possible to answer questions, ensure skater's needs are being met, and ensure sessions run smoothly.
- Assist the Fundraising Director with distribution/collection of fundraising materials and funds.
- Act as a liaison with the Melfort Minor Hockey Association to develop and maintain a positive relationship and promote cooperation for the mutual benefit of both organizations
- If required, assist with recruiting, training, and scheduling Program Assistants
- If required, assist with planning special events, theme days, and bring a friend day
- Make suggestions to the Board of Directors to improve CanSkate programs and customer satisfaction.

### **By-law 25: Duties of the STARSkate Director**

- The STARSkate Representative is considered a member at large
- Act as a liaison between STARSkate parents, coaches, and the Board of Directors
- Be available at STARSkate sessions when possible to answer questions, ensure skater's needs are being met, and ensure sessions run smoothly.
- Assist the Fundraising Director with distribution/collection of fundraising materials and funds.
- If required, assist with planning special events.
- Make suggestions to the Board of Directors to improve STARSkate programs and customer satisfaction.

### **By-law 26: Duties of the Directors at Large**

- Up to 5 Members at Large may be elected to the Board of Directors
- These 5 members may include a CANSkate and a STARSkate Director
- Responsibilities may include any duties delegated to them from the portfolio of other Directors.

### **By-Law 27: Delegation of Duties:**

- A Board Member may delegate some of the duties assigned to them to other Board Members, Directors at Large, or Volunteers, but remain ultimately responsible for ensuring the duties are performed in a satisfactory manner.

### **By-law 28: Committees - Appointment**

- The Board may create such standing and special committees as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution
- The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it sees fit.
- The President is ex-officio of all committees
- The President shall appoint committee chairs except for those that are within the existing portfolio of another Board Member as described in the Bylaws of that Director position
- All Committee Chairs must submit the names of their committee members to the President for approval.
- Committees must submit a report to the Board.
- Examples of Committees may include any of the following, or others as required:
  - Scheduling and Fee Committee
  - Advertising and Publicity Committee:
  - Year End Event Committee
  - Club Merchandise Committee
  - Coach Contract Committee

### **By-law 29: Committees: Eligibility to Serve**

- All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age
- They must be members in good standing of the Club and be registrants of Skate Canada.

### **By-law 30: Rules of Order**

- The rules contained in 'Robert Rules of Order' shall govern in all cases to which they are applicable and to which they are consistent with the Bylaws or the Rules of Skate Canada.

## **ANNUAL GENERAL MEETING**

### **By-Law 31: Timing, Quorum, Special Meeting Request**

- An annual General Meeting (AGM) will be held at least once in every calendar year.
- Extra Ordinary meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 percent of Club Members.
- A quorum for an Annual General Meeting or Extra Ordinary Meeting shall be 10 percent of the eligible voting members.

### **By-Law 32: Written Notice**

- Written notice of all Annual General Meeting and Extra Ordinary Meetings shall be provided 30 days prior to the date of the General Meeting 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.

### **By-Law 32: Voting Methods**

- Voting by Members may occur by any one or more of the following methods, at the discretion of the Board:
  - By show of hands or voting cards
  - By secret ballot
- Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of members equal to not less than ten percent of the votes present may request a secret ballot, and where so requested the vote in question will then be conducted by secret ballot or other means whereby the tallied votes can be presented anonymously in such a way that it is impossible for the assembly to discern how a given Member voted.

### **By-Law 34: Entitlement to Vote**

- Voting for club elections or on any matter pertaining to skating shall be restricted to eligible voting members as per Bylaw 7 Eligibility for Voting Membership.
- Members shall be restricted to one vote per family regardless of how many children are in the family
- Each Voting Member in Good Standing present at a General Meeting is entitled to one vote on matters for determination by the Members.

## **VIRTUAL MEETINGS**

### **By-Law 35 Members Meetings by Teleconference and Other Electronic Modality**

- Any person entitled to attend a Member's Meeting may meet by teleconference and/or other electronic modality that permits such person to communicate adequately with other persons so entitled, provided that:
  - The Board addresses the mechanics and security issues related to holding such a meeting including the requirements for establishing quorum, and recording procedures.
  - Each Member or other person entitled to be present has equal access to the specific electronic modality to be used
  - The Club provides a system that enables votes to be gathered in a manner that permits their subsequent verification and permits the tallied votes to be presented to the Members without it being possible to identify how each Member voted.
- A Member participating in a Member's meeting whether by telephone or other electronic modality shall be deemed for the purposes of the Act to have been present at the meeting.

## **By-Law 36: Order of Business**

- The order of business an 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 or Special meeting
  - Confirmation of the actions taken by the Board of Directors
    - Treasurer's Report
    - Other Director Reports
  - Election of Board of Directors
  - Amendments to the Constitution and Bylaws
  - Appointment of Auditors if applicable
  - New Business

## **AMENDMENTS**

### **By-Law 37: 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 at the Annual General Meeting or at an Extra Ordinary Meeting.
- 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.

### **By-Law 38: Interim Amendments**

- Bylaws may be enacted or amended by a majority vote of the Board of Directors whenever required.
- Such Bylaws or amendments must be presented at the next Annual 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 39: 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.

### **By-Law 40: Effective Force of Amendments to Bylaws**

- All amendments to the Bylaws, upon receiving approval of any General or Extra Ordinary 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 Sate Canada Saskatchewan.
- Skate Canada Saskatchewan 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.

## **FINANCIAL MATTERS AND REPORTING**

### **By-Law 41: Accounting Records**

- The club will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.
- Financial records must be kept for a minimum of seven years.
- The treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors
- All disbursements of Club funds shall be by cheque or other auditable document.
- A person designated, (or auditor, if applicable) by the Board of Directors shall make a review / audit of the financial transactions of the Club each year, and the financial statements shall be made available to the Membership of the Club.

### **By-Law 42: Signing Authority**

- The Treasurer will ensure the appropriate forms for signing authority are completed with the Club`s financial institution.
- The financial institution requires a copy of the AGM meeting minutes indicating who is elected to the various Board positions. The minutes must be physically signed by 3 members in attendance at the meeting.
- Signing authority will be given to the Treasurer, the President, and the Vice President. The Secretary may be given signing authority in the event that the Vice President position is vacant.
- Cheques must be signed by two Members with signing authority, with one of those Members preferably being the Treasurer.

### **By-Law 43: Entering Contracts**

- The Executive shall not enter into any contract, which would be binding beyond the term of the skating season

### **By-law 44: Board Conduct**

- All newly elected Board Members must agree to abide by and sign the Skate Canada Code of Ethics
- All newly elected Board Members must obtain a Criminal Records Check including a Vulnerable Sector check. A new check must be done every five years. A letter will be provided by the President indicating that the criminal record check is required to serve on the Board, so there will be no charge to the Board Member.
- The signed documents will be kept in the Treasurer`s binder.

### **By-Law 45: Dissolution**

- In the event that the Club ceases to exist, the net assets from liquidation shall be distributed to a “like” organization as agreed upon by the Board.



# Adopted by: Skate Melfort

On 27 of May 2021  
(day) (month) (year)

Signed

\_\_\_\_\_  
(President) (Date)

Beth Berg  
(Print Name)

Signed

\_\_\_\_\_  
(Club Board Member) (Date)

Cheryl McLean (Treasurer)  
(Print Name)