

SKATE MELFORT BY-LAWS

Scott, Kaeli SHA

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BY-LAWS OF THE CLUB

The By-laws 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.

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 (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 from time to time by Skate Canada.
- Members of the Club shall pay a SM 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.
- 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 outside of the conduct 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: 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 will have their vote represented by their adult parent or guardian and be counted one vote per family)

- Partial (associate) Membership: All skaters who are members of Skate Canada through another HOME club and have paid a reduced fee 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. The partial member skater who does not pay full membership fees is not entitled to all Club privileges (ex: vote).

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

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 oversight of the club shall be vested in the Board of Directors with the day to day management by the executive of the board.
- All functions of the board are performed by volunteers and will be done without remuneration. This does not include fees for professional services such as auditors, legal fees or hiring of tradespersons and coaches.

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 general membership by a 2/3 majority vote of all those eligible to 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 50% plus 1 members 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.
 - 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 to an annual membership meeting.
 - Make decisions of policy not specifically stated in the constitution and /or by-laws.
 - Hold Board of Directors meetings (at least) in the months of: August, September, October, November, January, February, March, April and May (9) per year.
 - Hold an annual general meeting and such other meetings as may be required.
 - The president shall represent the club to Skate Saskatchewan / Skate Canada and carry the vote of the Club at Regional, 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 scheduled Board of Directors meetings throughout the year, that office may be declared vacant on the third by the executive of the Board of Directors.

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 treasurer will fill this duty. If all three are absent, the meeting will be declared “without quorum”, and will be postponed. The President shall also be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations. The President or designate will be the only contact with the City of Melfort and is the only individual authorized to speak on behalf of the club.

By-law 16: Role of Vice President

- The Vice President shall act in the absence of the President. The Vice President will be in-charge of the clubs website and registration process.

By-law 17: Role of Professional Coach Representative

- The Coaching Director will act as the intermediary between the Board and the coaches on a weekly basis and will attend regular planning meetings with coaches as necessary to ensure orderly flow of information between coaches, board and parents.

By-law 18: Role of Test Competition Director

- The Test/Competition Director shall be responsible for informing Club Members of upcoming competitions, for obtaining the information (registrations) and encouraging participation. This Director shall also be responsible for planning competitions held by the Club. This Director shall be responsible for arranging and supervising all tests days, obtaining evaluators for Skate Canada tests, keeping records of tests and preparing test records for forwarding to Skate Canada. In addition, this Director shall assist and promote judges and evaluator’s schools and clinics to encourage potential evaluators and judges.

By-law 19: Role of Fundraising Director

- The Fundraising Director shall oversee the clubs fundraising initiative.

By-law 20: Role of Carnival Director

- The Carnival Director shall oversee the creation of the Carnival Committee. This Committee shall be responsible for informing Club Members of upcoming plan for carnival including scheduling of pictures, set-up and tear down as well as assist in the planning of the carnival theme. The committee will provide report to the board for approval.

By-law 21: 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 at the end of the fiscal year (AGM). The Treasurer is also responsible for arranging for an independent annual financial statement. Any two of the President, Vice-president, Secretary and the Treasurer shall sign all cheques and legal documents. The Treasurer will also act in the absence of both the President and Vice President

By-law 22: Role of Secretary

- The Secretary shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings and shall collect and distribute all correspondence.

By-law 23: Committees – President as ex-officio member

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

By-law 24: Committees - Appointment

- The President shall appoint committees 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 25: 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.

By-law 26: Committees:

- Scheduling & Fee 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 review the balance sheet of revenue vs. expenses and adjust fees accordingly. This will be a committee of the entire Board
- Advertising and Publicity Committee
 - This committee will be made up of Directors-at-large as appointed by the President. The advertising committee is responsible for providing ads to the newspapers etc. as well as providing the Melfort Journal 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.
- 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, etc. The committee will recognize skaters and volunteers who have received recognition from the Section. The committee will provide a report to the board.
- Club Merchandise / Skate Sharpen Committee
 - This committee will organize and maintain the club merchandise / skate sharpen plan. They will also be responsible for the selling of the merchandise. The committee will provide a report to the board
- Coach Contract Committee
 - This committee shall be responsible for hiring/appointing coaches and assistant coaches for the season. The committee will set the remuneration and fees in consultation with the coach and sign into contract with the coach. This will be a committee of the Executive of the Board.

By-law 27: Roll of Directors-at-Large

- Attend Board of Directors meetings, oversee the assigned areas and provide report. Act as a liaison for assigned areas and assist Executive as directed.

By-law 28: 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

By-Law 29: Entering Contracts

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

By-law 30: Board Conduct

- All Board of Directors must sign an annual conduct form and obtain a satisfactory Criminal Records Clearance which includes a Vulnerable Sector Check. All Conduct forms and Record checks will be held by the President for the duration of the season.

By-law 31: Voting of Amendments

- Any amendment to the Constitution or By-laws, (in their respective year) to be accepted or ratified, must pass by a vote of 50% plus 1 members of those eligible to vote and present at an Annual General Meeting of the Club.