

Bylaws of the Barrhead Figure Skating Club

Club Number 1000087

Article 1: NAME OF CLUB

- a) The name of the Club shall be Barrhead Skating Club hereinafter called the Club.

Article 2: SKATE CANADA

- a) A not-for-profit figure skating or 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.
- 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 By-Laws, rules and regulations.
- d) The Club is located in the Alberta/NWT/Nunavut Section of Skate Canada.

Article 3: BY-LAWS OF THE CLUB

- a) The By-Laws, shall describe the organization and functions of the Club, and the Club and how the members of the club can 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 By-laws.
- c) Any Club By-Law contrary to the By-Laws, rules and regulations of Skate Canada and those of the, Skate Alberta/NWT/Nunavut 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.

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By-Laws of the Barrhead Skating Club

1. Club Membership

1.1. Membership in the Club shall be open to all.

1.2. Classes of Club Membership: The classes of membership, eligibility, and privilege shall be as follows:

1.2.1. Individual Membership: (may be elected Board, officials and coaches)

1.2.1.1. Non-skating members who have paid the fees as set by the Club and

1.2.1.2. Are Associate members of Skate Canada.

1.2.1.3. Individual members of legal age of 18 shall be entitled to one vote at Annual General Meeting and Special Meetings of the Club.

1.2.1.4. Can serve as a Club Director, Chair person or committee member

1.2.2. Active Membership: (skaters taking lessons)

1.2.2.1. All eligible skaters, as defined by Skate Canada, who participate in Club skating lessons and

1.2.2.2. who have paid the fees as set by the Club and

1.2.2.3. are Associate members of Skate Canada.

1.2.2.4. Active members of the legal age of 18 shall be entitled to one vote at Annual General Meeting and Special Meetings of the Club.

1.2.2.4.1. Minor active members may not vote but may be represented by Special Members.

1.2.2.5. Can serve as a Club Director, Chair person or committee member

1.2.2.5.1. Minor active members may be committee members but may not serve as a Club Director or Chair person.

1.2.3. Special Membership: (parent/guardians)

1.2.3.1. Parent or guardian of minor Active members and

1.2.3.2. Are Associate members of Skate Canada.

1.2.3.3. May vote at Annual General Meeting and Special Meetings of the Club on behalf of minor Active Members

1.2.3.4. Can serve as a Club Director, Chair person or committee member

1.2.4. Partial Membership: (skating members of another Club)

1.2.4.1. All eligible skaters who are Associate members or Restricted member of Skate Canada through another HOME club and

1.2.4.2. May have paid a reduced fee as set by the Club.

1.2.5.1. The Annual meeting of members may elect any person as honorary member of the club.

1.2.5.2. Shall be exempt from Club dues

1.2.5.3. Have paid Skate Canada dues and

1.2.5.4. Shall not vote at Annual General Meeting and Special Meetings or any meetings of the Club

1.2.5.5. May participate in discussion at meetings of the Club.

1.2.5.6. May not serve as a Club Director, Chair person or Committee Chairperson

1.2.5.7. May serve as a committee member

1.2.6. Restricted Membership: (paid employee of the Club)

1.2.6.1. A Restricted member is an individual who is a paid employee (of the Club), a non-active coach, a performing professional skater, or a professional dance partner.

1.2.6.2. Not permitted to hold elected office, may not vote at Annual General Meetings, Special Meetings or meetings,

1.2.6.3. Not permitted to compete in competitions and

1.2.6.4. Not permitted to officiate at tests or competitions.

2. Membership Fees

2.1. Members of the Club shall be registered with Skate Canada as Associate Members upon payment of their annual Club dues and

2.2. Pay such registration and other fees to Skate Canada as set from time to time by Skate Canada.

3. Member in Good Standing

3.1. For a member of the Club to be considered in good standing that member must:

3.1.1. Pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question.

3.1.2. Must have no outstanding Club or coach fees/invoices past 30 days after the last scheduled skating day or competition, whichever comes latest

3.1.3. Must have no outstanding Club or coach fees/invoices within 30 days of the Annual General Meeting

3.2. Members may not be permitted to take part in any Club activities if these fees are not paid within the due date set for payment.

3.2.1. The Due Date may be set by the Treasurer as Chair of the Finance Committee

3.2.2. The Due Date will be communicated to members on annual dues forms and each invoice

4.2. 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.

5. Suspension and Expulsion of Members from the Club

5.1. 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.

5.2. The Club Board shall develop and follow a suspension and expulsion policy in accordance with Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains:

- 5.2.1. a provision for suspending or expelling of any member of the Club from such membership on terms and conditions
- 5.2.2. an investigation, hearing and appeal process, which include principles of due process, and appropriate reinstatement application process, and an appropriate graduated series of discipline measures.
- 5.3. This policy shall be approved and updated by the Club Board of Directors from time to time and
- 5.4. It shall be in writing and
- 5.5. It shall be available to all members

6. Members Resignation

6.1. Any member may resign by filing written resignation with the Secretary,

6.2. Such resignation shall not relieve the member so resigning of the obligation to pay outstanding skating fees.

7. Liability

7.1. The Club shall participate in Skate Canada club liability and member accident insurance programs.

7.2. The Club will undertake safe practices and reasonable steps to protect the health and wellness of members, coaches, volunteers and staff.

8. Board of Directors and Committees Chairs and committee members

8.1. The members of the Board of Directors, Chairs and members of committees, and the Club delegate to Skate Canada, must be:

- 8.1.1. A member in good standing of the Club, and
- 8.1.2. Be registered as Associate members of Skate Canada, and

- 9.2.1. President, Vice President, Secretary, Treasurer and Directors at Large shall be elected for 2-year terms.
- 9.2.2. Past President shall be a 1 year term, if they consent to continue as a Director. If they do not consent, they will cease to be a member of the Board of Directors.
- 9.2.3. Coaching Representative will be elected annually (By-law 9.3.2)
- 9.3. Election of Board of Directors:
 - 9.3.1. President, Vice President, Treasurer, Secretary and Directors at Large will be elected by a secret ballot and a simple majority vote at the Annual General Meeting
 - 9.3.2. The Coaching Representative shall be elected annually by and from within the coaches of the Club.
- 10. Removal of Director
 - 10.1. Vote of Non-Confidence: Any member of the Board of Directors may be removed by a 2/3 majority vote at a Special Meeting of the membership called for that purpose. See By-law on how to call a Special meeting, including required notice.
 - 10.2. Removal due to Director Absenteeism
 - 10.2.1. If a Board of Directors member is absent for more than three consecutive scheduled Board of Directors meetings, then that office may be declared vacant by a majority vote at a Board of Directors meeting called for that purpose with appropriate notice.
 - 10.3. Removal due to misconduct: A Board of Directors member may be removed by a simple majority vote at a Board of Directors meeting called for that purpose:
 - 10.3.1. If they have contravened the Bylaw, rule and/or regulations of the Club or Skate Canada.
 - 10.3.2. If they have contravened Club policy
 - 10.3.3. If they have conducted themselves in an unprofessional manner that negatively affects or reflects on the Club and/or Board of Directors or is counterproductive to Club operations.
 - 10.4. A vacancy on the Board of Director, between or following the AGM, may be by a member in good standing, by simple majority vote of the Board of Directors appointing a new Director.
 - 10.4.1. Term for the appointment will be until the Annual General Meeting at which time the position will be open for election.

11. Voting at Board of Director Meetings

11.4.1. Therefore, the President may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion.

12. Board of Directors Vacancies

12.1. Board of Director vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next Annual General Meeting by a simple majority vote of the remaining members of the Board of Directors appointing a member in good standing to the vacancy or

12.2. In the case of a Coaching Representative, by simple majority vote of the coaching staff appointing a new Coaching Representative.

13. Reimbursement and remuneration

13.1. All members of the Board of Directors shall be entitled to receive reimbursement for pre-approved expenses related to Club business as per policy.

13.2. All members of the Board of Directors may not received remuneration for Director activities.

14. Role of the Past President:

14.1. The Past President shall assist the President in the performance of his or her duties and

14.2. In the absence of the President and the Vice President, shall perform those duties and

14.3. Shall perform any duties assigned by either the President or the Club Board of Directors.

15. Role of the President:

15.1. The President shall act as the Chair of all Board of Director, Annual General Meeting and Special Meetings.

15.2. In his/her absence, the Vice President shall fill this duty.

15.3. May be one of two signatories on Club cheques and legal documents

15.4. Will be an ex-officio member of all committees

- 17.2. For preparing and submitting to the Board of Directors on a regular basis and
- 17.3. Keeping such records as are required for financial review,
- 17.4. For arranging for an unaudited financial statement.
- 17.5. May be one of two signatories on Club cheques and legal documents

18. Role of the Secretary

- 18.1. The Secretary shall deal with all correspondence to the approval of the President or his or her delegate,
- 18.2. Shall issue all notices for Board of Directors, Annual General Meeting and Special Meetings,
- 18.3. Shall take minutes at all Board of Directors, Annual General Meeting and Special Meetings, and
- 18.4. shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada Rules and other regulations.
- 18.5. May be one of two signatories on Club cheques and legal documents

19. Role of the Coaching Representative

- 19.1. Act as Liaison between the Board of Directors and the coaches of the Club
- 19.2. Assist the coaches to comply with the Skate Canada rules, regulations, polices and procedures

20. Role of the Directors at Large:

- 20.1. Shall perform any duties assigned by either the President or the Club Board of Directors
- 20.2. May perform duties of the Secretary or Treasurer, in their absence and as appointed by the Board of Directors
- 20.3. May also Chair committees (e.g. Test Chair)

21. Rules of Order

- 21.1. Rules of order for all meetings, Annual General, Special Meetings and Board of

the Region Council. The delegates and Councillors shall report on activities at these meetings and shall be entitled to receive reimbursement for pre-approved expense related to attendance at required meetings.

23. Annual General Meeting

- 23.1. An Annual General Meeting shall be held each membership year.
- 23.2. Special Meetings may be held upon the request of the Board of Directors or upon written request of 20% of Club Members who are eligible to vote.
- 23.3. A quorum for an Annual General Meeting or Special Meeting shall be 10% of eligible voting members in good standing.
- 23.4. Voting on other matters, including By-Law amendments may be by a show of hands and a simple majority shall pass or defeat a motion.
- 23.5. Written electronic notice of the Annual General Meeting and Special Meetings shall be provided a minimum of 15 days in advance to each eligible voting member.
 - 23.5.1. Notice shall include:
 - 23.5.1.1. the time and place of the meeting, and
 - 23.5.1.2. the agenda, and
 - 23.5.1.3. full details of any proposed amendments to these By-Laws and
 - 23.5.1.4. a complete list of the candidates nominated for Board of Directors.
 - 23.5.2. The Notice may include additional reports on Club activities

24. AGM Order of Business: The order of business at an Annual General Meeting of the Club shall be as follows:

- 24.1. Call to Order
- 24.2. Confirmation of Quorum
- 24.3. Approval of Agenda
- 24.4. Selection of 2 member to review and approve AGM minutes within 10 days
- 24.5. Presentation of Approved Minutes of the preceding Annual General Meeting and Special Meeting (if applicable)
- 24.6. President's Report
- 24.7. Treasurer's Report including Annual Financial Statement

- 25.1. Any member of the Club, in good standing, may propose an amendment to the By-Laws of the club.
 - 25.2. The proposed amendment(s) must be submitted, in writing, to the Club Board of Directors more than 45 days before the Annual General Meeting
 - 25.3. The proposed amendment may be presented to Skate Alberta as per their process and at the Annual General Meeting or Special Meetings called for that purpose.
 - 25.4. No amendment to the By-laws of the Club shall be accepted from the floor at any meeting.
 - 25.5. Voting of By-Law Amendments: Any amendment, to be accepted must pass by a $\frac{3}{4}$ (75%) majority vote of eligible voters present at an Annual General Meeting or Special Meeting called for that purpose, of the Club.
 - 25.6. Effective Force of Amended By-Laws All amendments to the by-laws upon receiving approval of Annual General Meeting or Special Meeting of members and upon approval of the provincial government (Corporate Registries) shall come into force immediately.
 - 25.7. All such By-Laws shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any By-Law. Such a 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.
26. Funds Management
- 26.1. All funds of the Club a minimum of once per month or more, if required in such banks or other institutions as may be designated by the Board of Directors.
 - 26.2. All disbursements of club funds shall be by cheque or other auditable document.
 - 26.3. For the purpose of carrying out it's objectives, the Club may borrow, raise or secure the payment of money in such manner as it thinks fit, and in particular, issue debentures, but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without a special resolution of the members. Such a special resolution can only be done at a General Meeting where 21 days or more notice of the meeting has been given to the membership. A minimum of 75% of the members in attendance must vote in favour of this Special Resolution.

27. Audits

- 27.1. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for the purpose at

29. Dissolution: In the event that the club ceases to exist, the proceeds from liquidation of assets shall go to a non-profit community organization located in Barhead as approved by the Club Board.

30. Committees

30.1. The Board of Directors may strike standing or ad hoc committees as needed.

30.2. Terms of reference for each committee shall be approved by the Club Board of Directors.

30.3. The Board of Directors shall appoint Committee Chairs, whom shall look after duties assigned to them.