



Georgetown Skating Club

Club Constitution and By-laws

Georgetown Skating Club

Incorporation Date: June 27, 1977

Constitution Update Date: June 7th, 2022

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CONSTITUTION OF THE GEORGETOWN SKATING CLUB - 1000437

Name of Club - Club Number

June 27, 1977

Date of Incorporation

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be Georgetown 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. If there are inconsistencies between Provincial statutes and Skate Canada rule and regulations, then Provincial Statutes shall take precedence.
- d) The Club is located in the Skate Ontario Section of Skate Canada.
- e) The Club shall abide by all Ontario Provincial Statutes as applicable.

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 Associate Members 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 figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

ARTICLE 4: BY-LAWS OF THE CLUB

a) The By-laws, 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 By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws. Any Club By-law contrary to the By-laws, 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 by-law relating to that club.

c) BY-LAWS OF THE GEORGETOWN SKATING CLUB MEMBERSHIP

By-law 1: Club Membership

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

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 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.

By-law 4: Member in Good Standing

A member should be eligible to be registered as a Skate Canada member in order to be considered a member of the club 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 be considered in arrears if payment arrangements or any other outstanding fees, become incomplete and not rectified within 15 days of the payment due date. Any member whose account is in arrears will be notified in writing, by a club

representative to resolve this issue immediately. If the members account is not brought up to date within 15 days of this notification, he/she shall not be allowed to either enter the ice surface and/or be able to participate in competitions, test days, ice shows or other club activities, until outstanding fees have been paid. Appropriate payment arrangements are at the discretion of the Board of Directors. Termination of club membership may result if no arrangements for and collection of outstanding fees is accomplished.

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 latter) 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 of the Club. The Club Board Complaints/Dispute Reporting and Resolution Policy is 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's Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. The policy is located on the website under Policies. 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. If there is a discrepancy between these policies, see article 2(c) of the Club constitution.

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 Meetings 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 Meetings 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 fee (less Skate Canada fee) as set by the Club. They have the same privileges as an active member with the exception of no vote, not eligible to participate in the Club Competition or 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, and Skate Canada dues, and shall not vote at meetings of the club and other restrictions as outlined in the policies of the Club.
- **Restricted Membership:** A restricted 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.

- **Active Member** (Non-voting rights) or (Restricted Voting Rights) – An active member (Non-Voting rights) is a member who meets the criteria identified in the Skate Canada By-Laws. This includes a class of membership with restricted voting rights.

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 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

- a) The general management of the club shall be vested in a Board of Directors consisting of immediate Past President, President, Vice-president, Secretary, Treasurer, four Directors at large and a Coaching Representative. All of the above, with the exception of the Past President, Coaching Representative and Directors shall be elected for 2- year terms at the Annual General Meeting. The President and Secretary shall be elected in even numbered years and the Vice President and Treasurer shall be elected in odd numbered

years. Directors at large shall be elected every year. Directors are required to hold a Director position on the Board of Directors for a one-year term prior to assuming a role on the Executive as either the President or the Vice President. The Coaching Representative shall be elected annually by and from within the coaches of the club as per Skate Canada by-laws. The Coaching Representative shall be a certified professional coach or registered skating coach with the full rights to speak and vote at meetings of such board. The Past President shall be ex-officio and shall hold office until a new President has been duly elected.

- b) The Board of Directors shall have at least one (1) meeting every three (3) months, but meetings may be called more frequently if deemed necessary. A Special Board Meeting may be called at the request of at least three (3) board members. General Members have the right to sit in on regular board meetings but will be asked to leave for confidential items and all votes. If General Members would like to address the board, they may make a written request to the President no less than three (3) days prior to the meeting so that they may be included in the Meeting Agenda.
- c) Coaching Staff Meetings - The Coaching staff shall meet with one (1) or two (2) delegates from the Board of Directors at a minimum of once a year, but meetings may be called more frequently if deemed necessary by either party. Delegates shall be appointed by the President or Vice-President in the absence of the President.

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. All Board Members can hold multiple positions on the Board, should the need to fill these positions be required due to casual vacancy. Any member of the Board of Directors may be removed by the members by a $\frac{2}{3}$ majority vote at a Special General Meeting only called for the purpose.

By-law 12: Voting at Board of Directors Meetings

- a) A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. The chair may determine to hold a meeting via video or teleconference if a majority of members of the board of directors agree. 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.
- b) From time-to-time email votes may be required, the president would call for a vote via email which would then require a motion and seconder and a vote of 50%+1 of the filled are required to vote for a matter to be settled via email. These motions will then be attached to the next Board meeting minutes.

- c) Conflict of interest: Each Board of Directors Member should avoid conflicts of interest between his/her personal life. If such conflict does arise, the Board of Directors Members must declare that potential conflict before the Board of Directors and refrain from discussion and/or voting when true or perceived conflict of interest exists. All members must abide by Skate Canada Conflict of Interest Rules.

By-law 13: Board of Directors Vacancies

A 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 Member of the Board of Director is absent for more than 3 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 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.

By-law 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. Note: it is recommended that the Treasurer be one of the signatories.

By-law 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.

By-law 18: Committees – President as ex-officio member

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

By-law 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. All members-at-large of the Board of Directors shall be eligible to chair a committee. Committee chair positions shall be decided by a board member's desire to hold the

position. Should more than one person desire to chair a committee, the position shall be decided by a majority vote of the Board of Directors.

By-law 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.

By-law 21: 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.

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 22

The Club Delegate to Skate Canada and/or Skate Ontario Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. Skate Ontario 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 By-laws 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

By-law 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 5 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 5 per cent of the eligible-voting members. Skate Canada requires that each club hold an annual meeting.

By-law 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 10 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 By-laws, and a complete list of the candidates nominated for elections.

By-law 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.

By-law 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.

By-law 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 By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS**By-law 28: Right to Submit, Process for Submitting**

Any member of the Club, in good standing, may propose an amendment to the Constitution or by-laws 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 By-laws of the Club shall be accepted from the floor at any meeting.

By-law 29: Interim Amendments

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

By-law 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.

By-law 31: Effective Force of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meetings 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 by-law.

FUNDS**By-law 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.

By-law 33

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

By-law 34

A qualified accounting firm designated by the Board of Directors shall make a review 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 35 Dissolution

In the event that the club ceases to exist, and after payment of all debts and liabilities, the remaining property of the Club shall be distributed or disposed net assets from liquidation shall be held in trust for two years by Skate Ontario Section and then distributed to one or more skating clubs of similar size within the Town of Halton Hills. If a suitable club is not available after two years, the remaining funds will go to Skate Ontario.

COMMITTEES**By-law 37: Nominating Committee**

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The nominating committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the



nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

Adopted by:

Georgetown Skating Club

(Club Name)

on 7th of June, 2022

(day) (month) (year)

Signed

Cheryl Johnson

(President)

Tuesday June 7th, 2022

(Date)

Signed

_____ Cheryl Johnson June 7th, 2022