



BY-LAWS OF THE

Airdrie Skating Club #1000927

ARTICLE I

Definitions

1.1 The name of the Club shall be Airdrie Skating Club hereinafter called the (“Club”).

ARTICLE II

Skate Canada Membership

2.1 The Club shall be a member of Skate Canada.

2.2 The Club shall pay such fees and other charges as required by Skate Canada.

2.3 The Club is located in the Alberta-NWT/Nunavut Section of Skate Canada.

ARTICLE III

Purpose

The Purpose / Objectives of the Club are filed separately and contained in their own separate document with the Club.

ARTICLE IV

By-Laws

The By-laws of the Club shall describe the organization and functions of the Club. It describes how members may elect the Executive and control the property and activities of the Club.

The Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-law.

Any By-law contrary to the 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 Skate Canada By-law relating to that Club.

4.1 MEMBERSHIP

(a) By-law 1

Membership in the Club shall be open and inclusive to all.

(b) By-law 2

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 set forth by the Executive of the Club.

(c) By-law 3

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set by Skate Canada Board of Directors.

(d) By-law 4

To be considered in good standing all members of the Club must pay fees as set by the Executive. Members will not be permitted to take part in any Club activities if these fees are not paid within 7 days of the date set for payment. Members in arrears shall be considered as having their membership terminated.

Members in arrears to any Skate Canada Club or Skate Canada Coaches will not be permitted to take part in any Club activity.

(e) By-law 5

Fees, skating rules and skating hours of the Club shall be set annually by the Executive. 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 latter) and terminate on the last day of the Skate Canada membership year (August 31st) unless membership is terminated by the Club or member prior to August 31. Members may withdraw from the Club before the end of the membership year by providing written notice to the Club.

(f) By-law 6

The Executive may, by written notice, terminate membership of a member for acting contrary to the By-laws, Rules and Regulations of Skate Canada or the Club. The Executive shall give the individual a written explanation for the termination of membership upon request. The individual, if they so desire, shall have the right of appeal to the Executive and to a Special Meeting of members upon filing a notice of appeal within 7 days of written notice of termination. The appeal must be heard prior to the Annual General Meeting of the current season.

(g) By-law 7

The classes of membership, eligibility and privileges shall be as follows.

- (i) Individual Membership: Non-skating members who have paid the fees as set by the Club and are registrants of Skate Canada, Skate Canada Coaches. Individual members of legal age of 18 shall be entitled to one vote.
- (ii) 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 Registrants of Skate Canada. All Active Members of the legal age of 18 have one vote each. (Underage Active Members have no vote but may be represented by Special Members).
- (iii) Special Membership: Parent or Guardian of legally underage Active Members who have paid the fees as set by the Club and are Registrants of Skate Canada.
- (iv) Partial Membership: All eligible skaters who are Registrants of Skate Canada through another HOME Club and have paid a reduced fee as set by the Club. Note: The conditions under which partial membership are granted shall be; ice time for practice, test and or lessons. They may not vote, nor hold office.
- (v) Honorary Membership: The Annual Meeting of members may approve any person as an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not have interests in the assets of the Club. They may not hold office but may vote.

4.2 LIABILITY

- (a) By-law 8

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; and further, every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Liability and Member Accident Insurance programs.

4.3 CLUB MANAGEMENT

- (a) By-law 9

The members of the Executive, 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

- be a parent/guardian of an active skating child paying Club dues (with the exception of the Past President, one Director, Skate Canada Coaches and the Coaching Representative)
- eligible persons as defined by Skate Canada rules. Coaches may be chair of committees but cannot be a voting member of the board.

(b) By-law 10

The general management of the Club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-President, Secretary, Treasurer, a Coaching Representative and a minimum of 5 Directors at Large. No members of the executive shall receive remuneration for their services.

All of the above, with the exception of the Past President and the Coaching Representative shall be elected for 2-year terms at the Annual General Meeting. The Executive term will commence June 1st of the elected year.

The President and Vice-President, and 3 Director at Large shall be elected in even numbered years, and the Secretary, Treasurer and 2 Director at Large shall be elected in odd numbered years. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Coaching Representative shall be elected as per Skate Canada By-laws. The Immediate Past President shall be ex-officio and shall hold office until a new President has been duly elected.

(c) By-law 10 (a)

A paid Administrator will perform the daily administrative duties of the Club, including some duties of the Secretary and the Treasurer. The specific responsibilities of this Administrator, including compensation, will be outlined in a contract renewed on September 1st of each contract season.

(d) By-law 10 (b)

A paid Director of Skating will ensure that the skating program is operational. This will include but is not limited to, consultation for planning, scheduling, and contractual agreements. The responsibilities will be outlined in a contract renewed on September 1st of each contract season.

(e) By-law 11

Any member of the Executive may be removed by the board members by a 2/3 majority vote at a Special Meeting duly called for that purpose.

(f) By-law 12

A quorum of the Executive shall consist of 50% plus 1 filled voting members of the Executive, including the Chair. Note: Questions rising at any meeting of the Executive shall be decided by a majority of votes. The President or Chair shall not propose any motions to the board. A President or Chair may choose to vote.

(g) By-law 13

Casual vacancies occurring in the Executive may be filled by members appointed through a majority vote of the Executive, or in the case of the Coaching Representative, by the coaching staff. These members shall fill the vacated position for the unexpired portion of the term of office or directorship. Director at Large positions may be filled by coaches, but only if there are no other members in opposition. Any coaches or contractors that sit on the board are ineligible to vote.

(h) By-law 14

If an Executive Member is absent for more than 3 consecutive scheduled Executive Meetings, without good cause and/or prior notification to the President or Vice-President, or is unable to attend 8 out of the 12 scheduled meetings, then that office may be declared vacant by a majority vote of the Executive.

(i) By-law 15

The President shall act as Chair of all Executive and General meetings and shall be responsible for issuing all notices for executive and general meetings. In their absence, the Vice-president will fill this duty.

(j) By-law 16

The Treasurer shall be responsible for the safe control of all Club funds. President and/or Vice-President will work with Treasurer in preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. Any two of the President, Vice-President and Treasurer shall sign all cheques. Any legal documents can be signed by the above mentioned or be delegated to the Administrator or Director of Skating.

(k) By-law 17

The Secretary shall be responsible for correspondence subject to the approval of the President or their delegate and shall take the minutes at all meetings. The Secretary shall be responsible for submitting to Skate Canada and the

Section such reports as are required by Skate Canada rules and other regulations.

(l) By-law 18

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

(m) By-law 19

The Executive can appoint standing Committee Chairs whom shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the Executive for approval.

(n) By-law 20

All Executive and members of Committees shall be eligible persons with the exception of the Past President and shall be of legal age of 18 years. They must be members in good standing of the Club and be Registrants of the Association.

(o) By-law 21

Rule of order for all meetings, General and Executive 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.

(p) By-law 21 (a)

The Club will not be adopting a society's seal.

4.4 SKATE CANADA CLUB DELEGATE

(a) By-law 22

The Club Delegate to Skate Canada or alternate shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. Skate Canada National Office shall be advised of the appointed delegate's name.

4.5 ANNUAL MEETING

(a) By-law 23

An Annual General Meeting shall be held within 30 days of the close of the winter skating season. Other special meetings may be held from time to time upon the request of the Executive or upon written request of 5% of Club

members. A quorum for an Annual General Meeting or Special Meeting shall be 5% or a minimum of 15 of the eligible voting members.

(b) By-law 24

Written notice by email of all Annual General Meetings and Special Meetings shall be provided 30 days in advance to each eligible voting member, to the last known email provided to the Club. The notice shall include the time, format (virtual or in person) and place of the meeting, the agenda, full details of any proposed amendments to these By-laws, and a complete list of the candidates for election. Nominations will not be accepted from the floor.

(c) By-law 25

Voting on Club elections shall be by secret or electronic ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

(d) By-law 26

Voting for Club elections on any matters pertaining to skating shall be restricted to:

- eligible Club members who are Registrants of Skate Canada and are 18 years of age.
- to Special Members of the Club voting on behalf of their underage children (who are members of the Club and Registrants of Skate Canada.) Special members shall be restricted to one vote per family regardless of how many children are in the family.

(e) By-law 27

The order of business at an Annual General Meeting or Special Meetings of the Club shall be as follows:

- Minutes of the preceding General/Special Meeting
- Treasurer's Report
- Appointment of Auditors / accounting firm
- Director of Skating Report
- Assessment coordinator Report
- Other Reports
- Election of Executive Members
- Amendments to the By-laws of the Club
- Questions and answer period

4.6 AMENDMENTS

(a) By-law 28

Any member of the Club, in good standing, may propose an amendment to the By-laws of the Club. This proposal must be submitted in writing to the Executive of the Club at least 21 days before the respective Special Resolution meeting. By-laws can only be changed by a Special Resolution of the members at a general meeting. No amendments to the By-laws of the Club shall be accepted from the floor at any meeting.

(b) By-law 29

A minimum of 75% of the members eligible to vote at the meeting must vote in favour of the Special Resolution for the Special Resolution to pass.

(c) By-law 30

All By-law amendments become effective immediately following registration and filing with the Society. All such amendments shall be submitted to Skate AB/NWT/NUN. 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.

4.7 FUNDS

(a) By-law 31

The Director/Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Executive.

(b) By-law 31 (a)

The Club can apply to a bank or other institution to borrow monies (including a club credit card) if the executive passes a motion to do so.

(c) By-law 32

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

(d) By-law 33

A third-party person designated by the Executive shall audit the financial transactions of the Club within 90 days of Fiscal Year End. The Fiscal Year is defined as June 1 – May 31. Any member of the Club may request in writing to

inspect the financial records and will be granted access by appointment within 30 days of the Club receiving the request.

(e) By-law 34

In the event that the Club ceases to exist, the net assets from liquidation shall be held in trust and the Executive at the time shall decide where the assets shall go.

(f) By-law 34 (a)

Skater Credit Account: In the event that a member leaves the Club with a credit in their personal skater credit account, the balance will be absorbed into the Club after a period of no less than 3 (three) years. These funds would be donated to one of the following charities, at the discretion of the Executive JumpStart, KidSport or Alberta Figure Skating Foundation. A Director, President, Vice-President or Administrator will attempt to contact non-member by e-mail, phone and/or mail, at minimum, 3 times prior to absorbing left over credit.

4.8 COMMITTEES

(a) By-law 35

Executive has authority to create ad hoc committees as required. Each ad hoc committee is responsible to the Executive and it is discharged on completion of its assignment.

PROPOSED FOR:

Skate Canada Airdrie Skating Club: January 2021