



Club Bylaws

Club Name: Okotoks Skating Club

Incorporation Date: February 17, 1994

Corporate Access Number: 50600201 of Alberta, Canada

Bylaws Revision Date: May 15, 2022

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Bylaws OF THE

Okotoks Skating Club

Name of Club

1000139

Club Number

Feb 17, 1994

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Date of Revision to Bylaws

ARTICLE 1: NAME OF CLUB

The Name of the Club Shall be the Okotoks 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 Bylaws, rules and regulations as per Skate Canada.
- d) The Club is located in the Alberta/NWT/Nunavut 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 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: BYLAWS OF THE CLUB

- a) The Bylaws, appended to this document, 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 THE OKOTOKS SKATING CLUB

1.0 MEMBERSHIP

1.1 Club Membership

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

1.2 Skate Canada and Club Bylaws, Rules, and Regulations

- a) All members shall uphold, observe and conform to the Bylaws, Rules and Regulations of Skate Canada, the Bylaws of the Club and such regulations as made by the Board of Directors of the Club.

1.3 Membership Fees

- a) 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

1.4 Member in Good Standing

- a) 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.
- b) Members will not be permitted to take part in any Club activities if these fees are not paid within 21 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership. Members not in good standing will not be permitted to take part in club activities nor have permission to take part in Skate Canada Sanction events such as tests, competitions.

1.5 Setting of Club Fees, Rules and Skating Hours

- a) Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time.
- b) 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.

1.6 Suspension, Expulsion, Resignation from the Club

- a) The Board of Directors may suspend or terminate membership of a member of the Club for acting contrary to the Bylaws, Rules and Regulations of Skate Canada or of the Club by a $\frac{2}{3}$ vote of the Board of Directors.
- b) The Board of Directors will provide notice in writing. The notice will also provide an explanation for the suspension or termination. If the individual desires, they shall have the right of appeal to the Board of Directors and to a General Meeting of members.

- c) The Board of Directors will reference the policy on Suspension and Termination, in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure. This policy shall be approved by the Club Board of Directors and will be updated from time to time.

1.7 Classes of Club Membership

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

- a) **Individual membership:** Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada (i.e., registered members of the Board). Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.
- b) **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 have no vote but may be represented by Special Members)
- c) **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. One designated Special Member, who is legal age of 18 or older, shall be entitled to vote on behalf of each Active Member at each Annual General Meeting and Special Meeting of the Club.
- d) **Partial Membership:** All eligible skaters who are registrants of Skate Canada through another **Home** Club. Partial Members may have a voice at the Annual General Meeting or Special Meetings of the Club but shall not have a vote.
- e) **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 (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.
- f) **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, is not permitted to compete in competitions and is not permitted to officiate at tests or competitions.
- g) **Active Member Non-voting rights:** Registered members of PreCanPower and CanPower, who are not enrolled in another club program, shall have a voice at the Annual General Meeting or Special Meetings of the Club but shall not have a vote.

2.0 LIABILITY

2.1 Liability

- a) 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 their own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

3.0 CLUB MANAGEMENT

3.1 General Club Management

- a) The members of the Board of Directors 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 Past President).
- b) The Board of Directors of the Club shall, subject to the Bylaws or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Club.
- c) Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's Rules of Order in all cases in which they are applicable and consistent with the Bylaws or special rules of the Association.
- d) The club does not use a society's seal.

3.2 Board of Directors

- a) The Board of Directors shall consist of seven (7) members elected from the membership at large, the immediate Past President, and a Coaching Representative.
- b) The elected Directors shall hold office for a term of two (2) years.
- c) The terms of office of the Board of Directors shall be staggered, whenever possible, so that approximately half of the Directors are up for re-election or replacement each year.
- d) There is no maximum number of terms that a Director can serve so long as they are re-elected every two years by the Membership, as outlined in these Bylaws.
- e) The Coaching Representative shall be elected on an annual basis by a simple majority of the Coaches. The representative shall be ratified by the membership at the Annual General Meeting. The Coaching Representative will act in an advisory role but shall not have a vote as defined by the non-profit guidelines and bylaws.
- f) The Immediate Past President shall be ex-officio and shall hold office until a new President has been duly elected. The Past President will act in an advisory role but shall not have a vote.
- g) The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected.
- h) Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

3.3 Executive

- a) The Executive of this Club shall be the President, Vice President, Secretary and the Treasurer who shall be elected by the Board from among its elected Directors at Large at its first regular meeting immediately following the Annual General Meeting each year and shall hold office for a term of two years and until their successors are chosen.

- b) With a majority of 3 of 4, the Executive will have the power, if required, to transact any immediate business of the Club in the interim between meetings of the Board.
- c) A vacancy occurring in the office of President or Vice-President shall be filled for the unexpired term by the Board.

3.4 Voting at Board of Directors Meetings

- a) A quorum of the Board of Directors shall consist of 50% plus 1 member of the Board of Directors.
- b) Voting shall be by show of hands or can be by electronic means, at the discretion of the President. Votes can be cast by secret ballot if a majority of the Directors present at the meeting so request.
- c) Electronic votes may be required from time to time. The President or Vice-President may call for a vote via electronic means. Any motions will then be attached to the next scheduled Board of Director meeting minutes.

3.5 Board of Directors Vacancies

- a) 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.

3.6 Board of Directors Member Absenteeism

- a) If a Board of Directors Member 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.

3.7 Role of President

- a) The President shall act as Chair of all Board of Directors and general meetings.
- b) The President shall be an ex-officio member of all committees and represent the Club from time to time as required.
- c) The President shall assume duties they feel will subscribe to the goals and objectives of the Club and shall perform other duties as usually pertain to the Office of the President.

3.8 Role of Vice President:

- a) The Vice President shall assume the role of the President in their absence and shall assume duties as assigned by the President and Board of Directors.

3.9 Role of Treasurer

- a) 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.

- b) The Treasurer is responsible for arranging for an audited annual financial statement for each fiscal year.

3.10 Role of Secretary

- a) The Secretary shall deal with all correspondence, subject to the approval of the President or their delegate, shall issue all notices for Board of Directors and general meetings, shall attend and take and keep minutes of all Board of Director and Special 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.
- b) The Secretary shall be responsible for the preparation and custody of other books and records as necessary.

4.0 SKATE CANADA CLUB DELEGATE AND REGION COUNCILLORS

4.1 Skate Canada Club Delegate and Region Councillors

- a) The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors.
- b) The Delegate need not be a member of the Board of Directors.
- c) The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name.
- d) The Club shall appoint a Councillor and an alternate Councillor to serve on the Region Council as required by the Bylaws of the Region Council.
- e) The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

5.0 ANNUAL AND SPECIAL GENERAL MEETINGS

5.1 Timing of Annual General Meeting

- a) An Annual General Meeting shall be held within 90 days of the close of the club skating season/ fiscal year (April 30).

5.2 Special Meeting Requests

- a) Special General Meetings may be called at the discretion of the Board of Directors or when ten (10) members submit a written request to the President at least four (4) weeks prior to the proposed meeting date.

5.3 Quorum at General and Special General Meetings

- a) A quorum for an Annual General Meeting or Special Meeting shall be twenty (20) eligible voting members.
- b) Voting members who, if entitled to do so, may be present and vote in person or by electronic means, at the discretion of the President.

- c) In the event quorum is not present, the meeting will be rescheduled within thirty (30) days of the originally scheduled Annual General Meeting or Special General Meeting date.
- d) If quorum is not present within one half hour (½ hour) after the set time of the reschedule meeting then those eligible voting members will constitute quorum.

5.4 Written Notice

- a) Written notice of all Annual General Meeting and Special Meetings shall be provided 10 days in advance to each eligible voting member.
- b) The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these Bylaws and a complete list of the candidates nominated for elections.

5.5 Nominations and Club Elections

- a) Any nomination to fill a vacancy on the Board, may be made by any member in good standing by a written submission to the nominating committee at least 7 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections.
- b) Names of nominees will be circulated to all Members three (3) days prior to the next scheduled Annual General Meeting.
- c) Other nominations from the floor at the Annual Meeting will not be accepted unless, in the event that enough nominees are not received prior to the closing of the call to nominations, in which nominations from the floor will be accepted during the meeting, The nominee must accept the nomination from the floor before the vote proceeds.
- d) Voting for the Board of Directors positions will be by a simple majority of the eligible voting members in attendance at the meeting (see Bylaw 5.4)
- e) Voting on Club elections shall be by secret ballot, show of hands, or can be by electronic means at the discretion of the Board.

5.6 Eligibility to Vote

- a) 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 and to Special Members of the club voting on behalf of their underage Active Members (Bylaw 1.7.b)
- b) The Club shall only recognize one Special Member per Active Member, as defined in Bylaw 1.7.c. Notwithstanding that an underage member may have more than two (2) parents or two (2) legal guardians, the Club shall only recognize one voting Member per underage member. It is the responsibility of the parent(s) or legal guardian(s) to determine and designate which parent or legal guardian shall be the voting Member.

- c) Any member that receives remuneration in any capacity for any work rendered by the club shall not have a vote as regulated non-profit statutes and bylaws.

5.7 Order of Business

- a) The order of business at an Annual General Meeting of the Club shall be as follows:
 - i) Reading of the Notice of Meeting
 - ii) Quorum
 - iii) Approval of Agenda
 - iv) Minutes of the preceding General/Special meeting
 - v) Confirmation of the actions taken by the Board of Directors
 - vi) Secretary's or Registrar's Report
 - vii) Treasurer's Report (Annual Financial Statement)
 - viii) Other Reports
 - ix) Election of Board of Directors
 - x) Amendments to the Bylaws
 - xi) Appointment of auditor (as applicable)
 - xii) New Business

6.0 AMENDMENTS

6.1 Right to Submit, Process for Submitting

- a) Any member of the Club, in good standing, may propose an amendment to the bylaws of the club. This proposal must be submitted in writing to the Club Board of Directors.
- b) 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.
- c) No amendment to the Bylaws of the Club shall be accepted from the floor at any meeting.

6.2 Interim Amendments

- a) Bylaws may be enacted or amended by a majority vote of the Board of Directors whenever required.
- b) Such bylaws or amendments must be presented at the next Annual General Meeting for ratification by the members.
- c) 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 (1) calendar year.

6.3 Voting of Amendments

- a) The Bylaws may only be rescinded, altered, or added to by way of a "Special Resolution" passed by a minimum of 75% of the voting members of the club in attendance or, if eligible to do so, by electronic means at the Annual General Meeting or a special meeting of the membership.

6.4 Effective Force of Amendments to Bylaws

- a) All amendments to the bylaws, upon receiving approval of any general or special meeting of members, and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified.
- b) 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 bylaw.

7.0 FINANCIALS

7.1 Fiscal Year End

- a) The fiscal year of the Club shall be for the twelve month period ending April 30th of each year.

7.2 Signing Authority

- a) Signing Authorities shall be any two (2) of the President, Vice President and the Treasurer who shall sign all cheques and legal documents.
- b) If required, an additional signing authority may be approved by the Board.

7.3 Disbursements

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

7.4 Financial Statements

- a) A person 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. The Club's Treasurer can prepare the Financial Statements but no Office of the Board (Executive Board Member) and no employee of the Club shall be appointed to complete the review.
- b) Complete financial records of the club may be inspected anytime upon giving reasonable written notice and arranging a time satisfactory for both parties to meet.

7.5 Borrowing of Funds

- a) For the purpose of carrying out the club's objectives, the club may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Club with a Special Resolution of the Club.

7.6 Expenses

- a) Board of Directors are able to request reimbursement for reasonable expenses incurred while carrying out the duties of the Club and may be reimbursed upon Board of Directors approval.

7.7 Dissolution

- a) The Board of Directors shall not recommend that the club be dissolved without first consulting Skate Canada.
- b) The remaining members of the Club must vote by Special Resolution for the dissolution of the Club and designate the persons charged with the responsibility of dissolving the Club and dispersing the remaining funds as outlined below.
- c) In the event that the Club ceases to exist, after all liabilities have been paid, the remaining funds shall be distributed to one or more charitable organizations, associations or societies except for any gaming funds which will be donated to a charitable or religious organization which meets the criteria set forth by the AGLC.

8.0 COMMITTEES

8.1 General Committees

- b) A Director or Chair may be used in place of a Committee at the Board's discretion.
- c) The President shall appoint standing Committee Chairs who shall look after duties assigned to them.
- d) All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years).
- e) All Committee Chairs must submit the names of their Committee members to the President for approval.

8.2 Finance Committee/Chair

- a) This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club.

8.3 Nominating Committee/Chair

- a) This Committee is responsible for selecting at least a full slate of candidates for election to the Club's 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 in which an election is to be held.

8.4 Skating Programs Committee/Chair

- a) In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development.

8.5 Ice Scheduling Committee/Chair

- a) In consultation with the Club coaching staff, the Committee/Chair shall coordinate and oversee the securing of ice times and scheduling of applicable and available Skate Canada skating programs. The Committee/Chair will act as liaison with the arena facilitators to ensure ice allocation, ensure Ice scheduling as determined by approved Season schedules, and communicate ice times and schedule with the Registrar.

8.6 Additional Committees and Sub-Committees

- a) The Board of Directors or Club President may form a number of different Committees or Subcommittees as they deem necessary.
- b) Terms of Reference or Scope of Work for these committees shall be approved by the Board of Directors.
- c) These committees may include, but are not limited to:
 - Carnival/Ice Show Committee
 - Test Chair
 - Music Chair
 - Competition Chair
 - Canskate/CanPower Chair
 - Membership Committee/Chair
 - Volunteer Chair
 - Safety Committee/Chair
 - Fundraising Committee/Chair
 - Public Relations Committee
 - Personnel Committee / Coaches Liaison

Adopted by:

Okotoks Skating Club (Skate Canada Club Number 100139)

on 15 of May 2022
(day) (month) (year)

Signed

Christy Kidd
(President - Christy Kidd)

May 15/22
(Date)

Dawn Thompson
(Vice-President - Dawn Thompson)

MAY 15.22
(Date)

Jennifer Kuharski
(Treasurer - Jennifer Kuharski)

May 15/22
(Date)

Joe Kitt
(Secretary - Joe Kitt)

15-May-2022
(Date)