# BY-LAWS OF THE SPRINGBANK FIGURE SKATING CLUB

By-law 1. The name of the Club shall be SPRINGBANK FIGURE SKATING CLUB, hereinafter called the Club.

## SKATE CANADA

By-law 2. (a) The Club shall be a member of Skate Canada.

(b) The Club shall pay such fees and other charges as shall be required of clubs by Skate Canada.

(c) The Club is located in the ALBERTA / NORTHWEST TERRITORIES / NUNAVUT Section of Skate Canada.

## PURPOSE

By-law 3. (a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of figure skating in accordance with the rules and policies of Skate Canada.

(b) The Club, with respect 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 Rules and Regulations of Skate Canada and those of the Section in which Club operates shall take precedence over any Club Bylaws.

(e) Any By-law contrary to the Rules of Skate Canada and those of the Section shall be invalid.

## MEMBERSHIP

By-law 4. Membership in the Club shall be open to all irrespective of sex, age, creed, or colour.

By-law 5. All members shall uphold, observe and conform to the Rules of Skate Canada, the By-laws of the Club and such regulations as set forth from time to time by the Executive of the Club

By-law 6. All members of the Club (except Special Members) shall be Associate Members of Skate Canada and shall pay the fee as set forth by the Rules of Skate Canada. The Club shall collect this fee on behalf of Skate Canada.

By-law 7. All members of the Club, to be considered in good standing, must have paid such membership fees as are stipulated by the Executive and approved by a general meeting of the Club. Members wishing to resign may do so by phoning the Membership Chairman of the Club.

By-law 8. All members of the Club must be paid members of the Springbank Park for All Seasons Agricultural Society.

By-law 9. Fees, skating rules and skating hours shall be as the Executive decides from time to time. Club membership shall commence on the first day of September or the date that fees are paid (whichever is the later), and shall terminate on the 31st day of August the following year.

By-law 10. The Executive may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of Skate Canada or the Club. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual, if she so desires, shall have the right of appeal to the Executive and to a general meeting of members.

By-law 11. The classes of membership, eligibility and privileges shall be as follows:
ACTIVE MEMBERSHIP: Eligible skaters who have paid the fees as set forth by the Club and are Associate members of Skate Canada of the legal age of 18 have one vote each. Underage Active Members have no vote but are represented by Special Members.
SPECIAL MEMBERSHIP: Parent or guardian of legally underage Active Members and shall have one vote per family.

LIABILITY

By-law 12. 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 Skate Canada's Club Liability Insurance program.

CLUB EXECUTIVE

By-law 13. The general management of the Club and conduct of its affairs shall be vested in an Executive consisting of: Immediate Past President, President, Vice-president, Secretary, Treasurer, Test Chairman, Membership Chairman and three members-at-large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative, shall be elected each year at the Annual General Meeting. With the exception of the Coaching Representative, executive positions are voluntary and no officer of the Club shall be paid for their services.

By-law 14. The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

By-law 15. Casual vacancies occurring in the Executive may be filled by members elected by a majority vote of the Executive.

By-law 16. The President shall act as Chairman of all executive and general meetings. In her absence, this duty will be filled by the Vice-president.

By-law 17. The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any two of the President, the Vice-president, the Secretary and the Treasurer. The Treasurer shall retain all records pertaining to her office and give them to her successor in due course.

By-law 18. The Secretary shall deal with all correspondence subject to the approval of the President or his delegate, shall issue all notices for executive or special meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and Section such reports as are required by Skate Canada Rules or other regulations. The Secretary shall retain the minutes and other records and give them to her successor in due course.

By-law 19. The President shall be an ex-officio member of all committees.

By-law 20. A quorum of the executive shall consist of five members of the Executive, including the Chairman.

By-law 21. The President shall appoint chairmen to standing committees which shall look after duties assigned to them. All Committee Chairmen must submit the names of their committee members to the President for approval.

By-law 22. The 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.

By-law 23. The members of the Executive, members and chairmen of committees, and the 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 the Rules of Skate Canada.

By-law 24. Members of the Executive who do not perform the duties required of them may be asked to resign if a majority of the remaining members of the Executive vote in favour of this action.

By-law 25. A majority of the Executive shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

ANNUAL MEETING

By-law 26. An Annual General Meeting shall be held within forty days of the close of the winter skating season at which the Executive for the following year shall be elected. Other special meetings may be held from time to time upon the request of the Executive or upon written request of five members of the Club. A quorum for an Annual or special meeting shall be fifteen per cent of the eligible voting members.

By-law 27. Notice of all Annual and special meetings shall be given 21 days in advance to each eligible voting member either by letter or by e-mail. 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 28. 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 29. 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 of legal age and to Special Members of the Club voting on behalf of their children, who are members of the Club and registered as Associate Members of Skate Canada. Special Members shall be restricted to one vote per family regardless of how many children are in the family.

FUNDS

By-law 30. All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Executive.

By-law 31. All disbursements of Club funds shall be by cheque or other auditable document.

By-law 32. The Club does not have the right to borrow money.

By-law 33. An audit of the financial transactions of the Club shall be made each year by an Auditor designated by the Executive and the audited statement shall be made available to the membership of the Club. The members of the Club have the right to inspect the books and records of the Club at any time convenient for them and the Secretary or Treasurer.

CARNIVAL COMMITTEE

By-law 34. This committee, at those times the Executive elects to hold a carnival, shall be responsible for the planning and production of the carnival. A Club professional may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Carnival Committee.

AMENDMENTS

By-law 35. The by-laws may be rescinded, altered or added to by a "Special Resolution". A special resolution means a resolution passed at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and by the vote of NOT LESS than 75% of those members who, if entitled to do so, vote in person or by

proxy. A special resolution may also mean a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or where proxies are permitted, by proxy.

By-law 36. Any proposed amendment to the By-laws of the Club must be submitted in writing to the Executive of the Club or the Executive may decide by a majority vote to amend the By-laws. Any such amendment will be presented to the next general or Annual meeting in accordance with the requirements of a special resolution.

By-law 37. Should any such amendment fail to be ratified, it will cease to be effective and may not be reenacted for one calendar year.

By-law 38. All amendments become effective immediately they are passed unless the motion of amendment specifies otherwise.

ORDER OF BUSINESS

By-law 39. The order of business at Annual or general meetings of the Club shall be as follows:

a. Minutes of the preceding general meeting
b. Confirmation of the actions taken by the Executive
c. Secretary's Report
d. Treasurer's Report
e. Other reports
f. Election of Executive Officers and members
g. Amendments to the By-laws
h. Appointment of Auditors
i. New Business

RULES

By-law 40. The functions of the Club and the conduct of its members shall be governed by the regulations listed below in order of precedence:

a. Rules of Skate Canada

b. By-laws of the Club

c. Motions passed at Annual or Special Meetings of the Club

d. Motions passed by the Executive of the Club

e. "Procedure of Meetings in Canada" by Arthur Beauchesne.

Dated June 5, 2001

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| _____ | 104 Redwood Meadows Drive, |
| Ann Bechtel | Redwood Meadows AB T3Z 1A3 |
| _____ | 761 - 77th Street |
| Jane Royer | Calgary AB T3H 3V6 |
| _____ | 8361 - 17th Avenue SW |
| Mary Leggett | Calgary AB T3H 3W5 |
| _____ | 9258 - 9th Avenue SW |
| Kathleen Chalmers | Calgary AB T3H 4C9 |
| _____ | Box 181, |
| Wanda Warne | Bragg Creek AB T0L 0K0 |

WITNESS:

| | |
|---|---|
| _____ | 12 Windmill Way |
| Heather Bulger | Calgary AB T3Z 1H6 |