



Constitution and By-laws

Club Name: METCALFE SKATING CLUB

Constitution Revision Date: 3 May 2014

P.O. Box 201
Metcalfe, Ontario
K0A 2P0

CONSTITUTION OF THE

METCALFE SKATING CLUB

1001198

Name of Club

Club Number

3 May 2014

Date of Revision to Constitution

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be:

The Metcalfe Skating Club

Hereinafter called the Club.

ARTICLE 2: SKATE CANADA

- a) The Club shall be a member of be a member of Skate Canada. A not-for-profit skating club, that is managed by a volunteer board of directors for the general purpose of providing Skate Canada skating programs for Skate Canada members [Skate Canada By-law 1100 (3)].
- b) The Club shall pay such fees and other charges as shall be required of clubs from time to time by Skate Canada. [Skate Canada By-law 1201 (1) (c) (ii), 1201 (1) (c) (viii) and 1201 (1) (c) (ix)].
- c) The Club is located in the Eastern Ontario Section of Skate Canada.
- d) The Club shall abide by all Skate Canada By-Laws, rules and regulations as per Skate Canada By-Law 1201 (1) (c) (iv).

NOTE: See Skate Canada By-Law 1503(1) (a) to (m) for definition of Sections.

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 [By-law 1201 (1) (c) (iv)].

- 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 [Skate Canada By-law 1201 (1) (c) (iv)].
- c) 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. [Skate Canada by-law 1201 (1) (c) (iv).]

BY-LAWS OF THE METCALFE 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 of 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 from time to time by Skate Canada.

NOTE: See:

Skate Canada By-law 1201 (1) (c) (ix),

Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.

By-law 4: Member in Good Standing

For a member of the Club to be considered in good standing, with the Club all members of the Club must pay, such club fees as are stipulated by the Club Board of Directors to be considered in good standing, as are stipulated by the Club in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within 30 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership.

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, 01 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, by written notice, suspend or expel a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or the Club.

- a) The Board of Directors shall give the individual a written explanation for the suspension or expulsion of the membership on request.
- b) The individual, if he/she so desires, shall have the right of appeal to the Board of Directors and to a General Meeting of the members. The appeal shall be in writing.
- c) On receipt of an appeal the Club Board of Directors shall convene, at the earliest convenience of the Board and as agreed upon with the suspended or expelled member, a meeting to hear and decide on the appeal.

- Should the Club Board of Directors uphold the suspension or expulsion the individual may then appeal to the general membership of the Club at a Special General Meeting duly called for that purpose.
 - Should the suspension or expulsion be upheld at the Club General Meeting the individual has recourse to Skate Canada as per Skate Canada by-laws.
 - Should the appeal be upheld, the suspended or expelled member shall be immediately re-instated as a member in good standing.
- d) The Club Board of Directors shall approve this policy from time to time. Should any changes to this policy be made, it shall be in writing and made available to all members in advance of its implementation.

NOTES: See: Skate Canada By-law 1204.

By-law 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. 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 that participate in a Club Skating Program and who have paid the fees set forth by the Club and are Associate Members Skate Canada. All Active Members of 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.
- d) **Partial Membership:** May be granted to an eligible skater who is an Associate Member of or Restricted Member of Skate Canada through another HOME club and has paid a reduced fee as set by the Club or other Club members as designated by the Club Board of Directors.
- e) **Power Skating Membership:** Any eligible skater who has paid the fees set by the club for participation solely in Skate Canada licensed CANPOWERSKATE Program. A Power Skating Membership shall be considered an Active Membership of the Club.
- f) **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 have interests in the assets of the Club, and shall not vote at meetings of the club unless otherwise qualified. They may have a voice at the meetings of the club.
- g) **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.

- h) **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Non-Voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights.

NOTES: See:

Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (2) and Rule 2001.

Skate Canada By-law 1201 (1) (c) (i) and 1202 (1) (e)

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

NOTE: See: Skate Canada By-law 1201 (1) (c) (viii)

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

The general management of the club shall be vested in a Board of Directors consisting of: immediate Past President, President, Vice-president, Secretary, Treasurer, Directors at large (Committee Chairs and formal members) as required and a Coaching Representative. 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 President and Vice-President and portion of the Directors at large shall be elected in even numbered years and the Secretary, Treasurer and the remaining three Directors 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 Past President shall be ex-officio and shall hold office until a new President has been duly elected.

The coaching representative shall be elected as per Skate Canada by-laws.

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. 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.

By-law 12: Board of Directors Vacancies

Vacancies occurring, between any Annual General Meeting of the Club, in the Board of Directors may be filled by members, 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 13: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. 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. A majority of the Board of Directors shall form a quorum. Proxy Voting will be allowed as per Skate Canada's guidelines.

NOTE: See: Skate Canada By-law 1420 (5)

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 2 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 audited annual financial statement. All cheques and legal documents shall signed by any two of the President, the Vice-president and the Treasurer

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

Standing Committee chairmen/chairwoman shall be elected by the members at an Annual General Meeting and shall look after duties assigned to them. All Committee Chairmen/Chairwoman must submit the names of their committee members to the Club Board of Directors for Approval.

By-law 20: Committees: Eligibility to Serve

The members of the Board of Directors, members of committees, shall be eligible persons. They must be members in good standing of the Club, registered as Associate Members of Skate Canada, be of legal age

NOTE: See: Skate Canada By-law 1201 (1) (c) (ii).

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

NOTE: See: Skate Canada By-law 1603

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 22

The Board of Directors shall appoint the Club Delegate to Skate Canada and/or the Section annually. The Delegate need not be a member of the Board of Directors. The 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 fiscal year, April 30th. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 members of the Club. A quorum for an Annual General Meeting or Special Meeting shall be 10% per cent of the eligible-voting members.

NOTE: See: Skate Canada By-law 1201 (1) (c) (i)

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 of legal 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 registered 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 count
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurers Report
- Other Reports
- Election of Executive Officers and Members
- Amendments to the Constitution
- 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 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 upon receiving approval of any general or special meeting of members and upon approval of the provincial government (if applicable) become effective immediately if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of 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

All Club funds shall be deposited by the Treasurer 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 person designated by the Board of Directors shall make a review of the financial transactions of the Club each year and the audited statement shall be made available to the membership of the Club.

By-law 35: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to the Skate Canada Eastern Ontario Organization.

COMMITTEES

Pending any major increase in size of the Club (greater than 200 members) a Chair replaces a committee. Committees listed are 'standing' Committees that are required to manage the Club. Terms of reference for each committee shall be drafted and approved by the Club Board of Directors.

By-law 36: Finance Committee/Chair

This committee shall be responsible for preparing the Club's annual budget, advising the Board of Directors as to the proposed expenditure and investments, supervising the finances of the club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

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. Any member may make other nominations 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.

By-law 38: Membership Committee/Chair

This committee is responsible for promoting and developing membership in the club and for ensuring submission of club and member registrations to Skate Canada. Additionally this committee is, in consultation with the Ice Committee, Coaching Committee, and Financial Committee, responsible recommending and proposing the Club annual fees to the Board of Directors for approval.

By-law 39: Coaching Committee/Chair

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. Additionally, this committee is responsible to oversee any additional program or equipment procurement that the Club may wish to implement in support of Skating activities. Formal members of this Committee shall include: Coach Liaison (Chair), CanSkate Liaison (representing Thursday night skaters), CanSkate Liaison (representing Monday night skaters) and a Star Skate Liaison.

By-law 40: Carnival Committee/Chair

This committee shall be responsible for the planning and production of the annual carnival (Ice Show). A Club Skate Canada certified Coach may be appointed to produce the show but shall not assume the position of Manager or Chairman/Chairwoman of the Carnival Committee.

By-law 41: Ice Committee/Chair

This committee shall be responsible for the planning for the ice requirements and scheduling for all sessions and test days of the Club. This committee shall also be responsible for the supervision of the skating sessions and for the skating surface.

By-law 42: Test Committee/Chair

This Committee shall be responsible for arranging and supervising all tests, in consultation with the appointed referee(s) and obtaining judges for the Canada Tests and Competitions, keeping Club records of the Tests, preparing Test Records for forwarding to Skate Canada and for the of potential judges. In addition, this committee shall assist and promote judging schools and clinic.

By-law 43: Music Committee/Chair

This committee shall arrange for music at the club sessions, purchase recorded media as approved by the Board of Directors and ensure where appropriate, that Skate Canada or other suitable Dance recordings/media are available for practice and tests.

By-law 44: Communications Committee/Chair

This committee is responsible for the communication of events, programs, and the endeavours of the club Board of Directors to the club membership and to foster a positive image of the club and the sport of skating in the community.

By-law 45: Awards Committee/Chair

In consultation with the Coaching Committee, this committee is responsible for the acquisition, engraving, of Club awards, as approved by the Board of Directors. Additionally this Committee/Chair is responsible for the Club display case and contents care and maintenance.

By-law 46: Fund Raising Committee/Chair

In consultation with and approval of the board of directors this committee is responsible for fundraising in the community and garnering club sponsorships to support club activities. This committee must ensure that all activities, prior to implementation, are within Skate Canada and all other applicable guidelines and regulations.

By-law 47: Special Committee/Chairs

Special Committee/Chairs as deemed necessary by the Board of Directors, throughout the skating season, may be formed to support Club activities or to represent the interests of the membership. These special Committee/Chairs shall be members of the Board of Directors. Formal amendment to the constitution of these special Committees/Chairs shall be made at the next Annual General Meeting following its creation.

Adopted by:

Metcalfe Skating Club

On 3 of May in the year of 2014
(day) (month) (year)

Signed

Original signed by Heather Patterson
(President)

May 2014
(Date)

Signed

Original signed by Chantal LeBlanc
(Club Board Member)

May 2014
(Date)

Volunteer Positions

Job Descriptions Executive & Volunteers:

President:

1. Chairs meetings
2. Oversees entire club
3. Delegates responsibilities to other members of the club, coaches and executive
4. Is the face of the club
5. Approves of any newsletters, or other documentation before it is printed and given out to the membership
6. Handles coaching issues as required
7. Deals with escalated issues
8. Completes and sends Coaches listing and purchasing authority listing for Skate Canada
9. Provides contracts to coaches for signature and chairs meeting to complete required paperwork
10. Does up agenda for meetings

Vice President/Pro Liason:

1. Is the President's right hand
2. Deals with coaching issues as required
3. Helps President oversee tasks outstanding
4. Chairs meetings as required

Treasurer:

1. Is responsible for all money related items
2. Chairs the financial committee
3. Comes up with annual budget
4. Reviews expenses and income previous to the meeting each month
5. Prepares a Financial Report each month for the executive meeting
6. Pays coaches and expenses as required
7. Attends registration as required to deal with registration funds

Registrar:

1. Chairs the registration committee
2. Prepares forms, mail-outs, brochures, signs, posters etc for registration or delegates tasks to other board members/volunteers.
3. Attends registration dates as required
4. Is main contact by email & phone for registration
5. Registers all skaters, Program Assistants and executive with Skate Canada
6. Forwards program related questions to the coaching staff as required
7. Keeps contact list of registered skaters up to date and provides list to the coaching staff
8. Keeps contact list for waiting lists and future sessions

Secretary:

1. Takes minutes at meetings & then provides them to the board members by email or hard copy within 2 weeks of the meeting date
2. Answers correspondence from mail
3. Creates and sends requests for sponsorships in coordination with PR chair
4. Creates and sends thank you letters to sponsors in coordination with PR chair
5. Responsible for mail pick up at the post office and distribution to required members of mail

Communications:

1. Chairs the PR committee
2. Creates and sends newspaper ads, newsletters, posters and brochures to required parties as requested by the club
3. Responsible for obtaining from skaters and coaches results for competition and getting pictures taken of competitors for the newspapers
4. Contact sponsors about special events etc.

Test Chair:

1. Attend annual test chair meeting for our region
2. Plan and Run our annual test days
3. Follow checklist as per the EOS website and arrange for judges, food etc for our test day
4. Complete all required paperwork for our Test Day

Coaching Rep:

1. Represents the coaches at all executive meetings
2. Is voted onto executive by coaches on staff at the club
3. Votes on behalf of the coaches on all issues
4. Sends updates by email/hard copy to coaches of changes they need to be kept apprised of
5. Brings any coaching issues and requirements to the executive meetings for discussion.

Name Tag Assistants:

1. Puts out and collects Name tags at their assigned CanSkate session
2. Puts out newsletters and reminders as required with the Name tags
3. Attends executive meetings when available to provide CanSkate views and suggestions
4. Hands out and Collects program evaluations and special event permission slips
5. Interacts with the members on their assigned night to keep everyone informed of upcoming events etc.

Members at Large and all Members of the Executive:

1. Attends executive meetings the First Thursday of each month at 6pm at the Metcalfe Fire Hall
2. Helps with tasks they are assigned
3. Helps promote the club and programs within the arena by communicating with the membership
4. Helps promote the club within the community to help the club continue to grow
5. Provides feedback and opinions on meeting discussions

Website Chair:

1. Maintains the website and updates it as required

Special Events:

1. Plans and does invitations for any special events and assists with seminars, test days and other skater events
2. Could also be responsible for CanSkate theme days, incentives etc

Ice Show Chair: N/A of not having a show

1. Chairs the ice show committee
2. Organizes the ice show volunteers and keeps the executive, coaches and members up to speed on ice show related tasks, information etc.
3. Helps recruit ice show volunteers by providing the membership with a list of required jobs and descriptions of the jobs
4. Deals with expenses/budget of the ice show
5. Provides Ice Show report at each executive meeting

Any of the jobs contained in this list can be shared by more than one person. Most of the tasks we require help on can also be done while at the arena. Please let us know how you can help out this season.