

CONSTITUTION OF THE *SILVER BLADES SKATING CLUB*

No 1000623

Article 1

The name of the club shall be Silver Blades Skating Club hereinafter called the Club.

Article 2

SKATE CANADA

- a) The Club shall be a member of Skate Canada.
- b) The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.
- c) The Club is located in the Newfoundland and Labrador Section of Skate Canada. Note: See Skate Canada Rule 8.1 for definition of Sections.

Article 3

PURPOSE

- 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 and Policies 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.

Article 4

BY-LAWS OF THE CLUB

- a) The By-Laws, appended to this Constitution, shall describe the organization and function of the Club, and the means by which members of the Club may elect the Club Board and control the property and activities of the Club.
- b) The Rules and Regulations of Skate Canada and those of the Section in which the club operates shall take precedence over any Club By-Laws.
- c) Any By-Laws contrary to the Rules of Skate Canada and those of the Section shall be invalid.

BY-LAWS OF THE SILVER BLADES SKATING CLUB MEMBERSHIP

By-Law 1: Club Membership

Membership in Skate Canada shall be open to all, regardless of sex, age, orientation, creed or color.

By-law 2: Skate Canada and Club By-laws, Rules and Regulations

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 Board of the Club.

By-law 3: Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set forth in the Skate Canada Rulebook.

By-law 4: Member 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 not be permitted to take part in any Club activities if fees are not paid in full. Members in arrears shall be considered as having terminated their club membership. See Policy for post-dated cheques.

By-law 5: Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours shall be as the Board decides from time to time. Club membership shall commence on the first day of the Skate Canada Skating Year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of Skate Canada 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. Skate Canada Section 1204 will apply. 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 Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. 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 [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 set by the Club and are Associate Members of Skate Canada. Each member shall be 18 or more years of age. Individual members of legal age shall be entitled to one vote at AGM or Special Club Meetings.

B. ACTIVE MEMBERSHIP:

All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of eighteen have one vote each. Underage Active Members have no vote but are represented by Special Members as in "C".

C. SPECIAL MEMBERSHIP:

Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Association Members of Skate Canada.

D. PARTIAL MEMBERSHIP:

Eligible skater who is an Associate Member of Skate Canada and has paid a reduced fee as set by the Club. These members are not eligible to vote at a general meeting and may not hold office.

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 the club dues and shall not have interests in the assets of the Club, and shall not vote at meetings of the club unless otherwise qualified.

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 [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, chairpersons 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 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: Past President, President, Vice-President, Secretary, Treasurer, Skate Canada Professional Coaching Member, Events director, Skating Programs director, and Club Development director. There should be a full board meeting at least every six weeks during the regular season. Committee work and/or meetings can occur as necessary throughout the regular season. These meetings are chaired by the Committee Chairman. The following Committee Chairmen may include but are not restricted to: Competition Co-ordinator, Registration Co-ordinator, Ice Co-ordinator, Fundraising Co-ordinator, Hospitality Co-ordinator, Synchro Chairperson, Ice Show Chairperson, Testing Coordinator, Marketing & Communications and a Skate Canada Professional Coaching Member Representative. The Skate Canada Professional Coaching member shall be elected as per Skate Canada by-laws. All of the above, with the exception of President, Vice-President, Past President and the Coaching Representative, shall be elected every year at an Annual General Meeting. The President and Vice President will be two-year terms, and will be elected in alternate years at the AGM. The President elected in years ending in even numbers and the Vice President in years ending in odd numbers.

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 Meeting duly called for that purpose. The financial year-end for the Club will be June 30th.

By-law 12: Fee Payment

The Club shall pay the fee for Associate Member of Skate Canada for all Board of Directors members.

By-law 13: Voting at Board of Director Meetings

A quorum of the Board shall consist 50% plus 1 members of the Board of Directors, including the Chair. 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 pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum. [Skate Canada By-law 1420 (5)].

By-law 14: Board of Directors Vacancies

Casual vacancies occurring on the Board may be filled by members appointed through a majority vote of the Board, or in the case of the coaching representative, by the coaching staff.

By-law 15: Board of Directors Member Absenteeism

If a Board member is absent for more than three consecutive scheduled Board meetings, without good cause and without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board.

By-law 16: Role of President

The President shall act as chairperson of all Board and general meetings. In his or her absence, this duty will be filled by the Vice-President

By-law 17: Role of Vice-President

The Vice-President shall liaise with and be responsible for all contracts with the Club's professional coaches, inclusive of Power Skating coaches. The Vice President in consultation with the Board of Directors shall arrange for suitable professional (Skate Canada) coaches for all programs.

By-law 18: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board an annual budget and keeping such records as are required for audit. All cheques issued from club accounts and legal documents shall be signed by any two of the President, Vice-President and/or Treasurer.

By-law 19: Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or his delegate, shall issue all notices for Board or general 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.

Bylaw 20: Role of Events Director:

The Events Director shall be the liaison between the board and the committee of various events organized for the club and can include but not restricted to Ice Show, Competition,

By law 21: Skating Development Director:

The Skating Development Director will be the liaison between the skating membership and the board and oversee the work being completed by the following committee chairperson – Registration Co-ordinator, Test Co-ordinator, Ice Co-ordinator, and Synchro Co-ordinator.

By law 22: Club Development Director:

The Club Development Director will be responsible for liaising with the Marketing and Communicaitor Coordinator, Fundraising Co-ordinator, and Hospitality Co-ordinator with the overall goal to aid in club development for the skaters and programming.

By-law 23: Committees-President as ex-officio member

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

By-law 24: Committees-Appointment

Committee Chairpersons can be appointed by the Board of Directors and shall look after the duties assigned to them. All Committee Chairpersons must submit the names of their committee members to the President for approval.

By-law 25: Committees: Eligibility to Serve

All Committee Chairpersons 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. Skate Canada By-law 1201 (1)(c)(ii).

By-law 26: 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 By-law 1603).

By-law 27: Advisory committee

The Past-President may, if required, convene an advisory committee consisting of former Club volunteers to assist in resolving difficult issues, and to provide other advice as required. This committee shall consist of 3 to 5 members and be chaired by the Past-President.

SKATE CANADA DELEGATE

By-law 28

The Delegate to Skate Canada or alternate shall be appointed annually by the Board. The Delegate will be the president and if not available to attend, the board will appoint a replacement. The Skate Canada National Office shall be advised of the appointed delegate's name. Club representative to region is appointed by board from its directors.

ANNUAL MEETING

By-law 29: Timing, Quorum, Special Meeting Request

An Annual Meeting shall be held on or before June 30th. Other general meetings may be held from time to time upon the request of the Board or upon written request of ten percent of the members of the Club. A quorum for an Annual General Meeting or Special Meeting shall be fifty percent of the current Board of Directors.

By-Law 30: Notice

Notice of all Annual General Meeting and Special Meetings shall be given 10 days in advance. The notice shall include the time and place of the meeting and a copy of any amendments to these By-Laws. Nominations for the various positions can be submitted in writing to at least 3 days before the annual meeting. In addition, nominations from the floor will also be accepted.

By-law 31: 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 32: 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 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 children are in the family.

By-law 33: Order of Business

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

- Reading of notice of meeting.
- Report as to quorum.
- Approval of agenda.
- Minutes of the preceding general/special meeting
- Confirmation of the actions taken by the Board
- Secretary's Report
- Treasurer's Report
- Other Reports
- Election of Board Officers and Board Members
- Amendments to the Constitution and By-Laws
- Appointment of Auditors

AMENDMENTS

By-law 34: 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 Board of the Club. The proposed amendment will be presented to the Annual General Meeting or Special Meetings falling 21 days or more after the date of submission. No amendment to the Constitution or By-Laws of the Club shall be accepted from the floor at any meeting.

By-law 35: Interim Amendments

By Laws may be enacted or amended by a majority vote of the Board whenever required. Such By-Laws or amendments must be presented at the next general meeting for ratification; if they fail to be ratified, they will cease to be effective and may not be reenacted by the Board for one calendar year.

By-law 36: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those present and eligible to vote at an annual or general meeting of the club.

By-law 37: Effective Force of Amendments to By-laws

All amendments become effective immediately following the Annual General Meeting if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of Skate Canada.

FUNDS

By-Law 38

All Funds shall be deposited by the Treasurer or another board member appointed by the Board in such banks or other institutions as may be designated by the Board.

By-Law 39

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

By-Law 40

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. In lieu of such a review, an audit of the financial transactions of the Club may be made by an Auditor recommended by the Finance Committee to the Board of Directors and the audited statement shall be made available to the membership of the Club.

By-Law 41

In the event of dissolution of the club, the net assets from liquidation shall go to the Western Region of the Newfoundland and Labrador Section of Skate Canada.

COMMITTEES

By-Law 42: ICE SHOW COMMITTEE:

This committee shall be responsible for the planning and production of the Ice Show:

- two members of the Club Board, one such member being either the Club President or Vice-President
- freelance coach(s) to be determined by Board six months prior to the date of the carnival, This coach may be appointed to produce the carnival, but shall not assume the position of Chairperson of the carnival committee
- Two parents of skaters in the Club, such persons not being Board members, to be chosen by the board six months prior to the date of the carnival.

See policy regarding soloists/highlights for show.

By-Law 43: FINANCE COMMITTEE

This committee shall be responsible for preparing the Club's annual budget and supervising the finances of the club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members. This committee shall be responsible for preparing the Club's annual budget and advising the Board as to proposed expenditures and investments. The finance Committee shall recommend to the Board a fee schedule for the next skating season based on the Club's annual budget. It shall be chaired by the President and its membership shall consist of the Treasurer and the Vice President. It shall meet before August 31st, to prepare the budget for the following skating season. The finance committee shall each year recommend to the Board an auditor to prepare an audited statement of the Club's finance for the year ending June 30th or identify a qualified person to prepare an independent financial review.

By-Law 44: SYNCHRONIZED SKATING COMMITTEE:

This committee shall be responsible for promoting and organizing sessions for the Synchronized Skating Program. The freelance coach who is awarded the Lead Synchronized Skating Coach position will be responsible for the Synchronized Skating Program Committee. This committee will be in charge of team finances, team management, fundraising, costumes and any other area deemed necessary for the effective administration of the Synchronized team(s). It will also coordinate club team activities, arrange for team tryouts and practice times in consultation with the team coach (s), register team(s) in competitions and make all travel and accommodation arrangements. The committee must ensure that all club teams are properly registered with Skate Canada and that all teams abide by Skate Canada's rules.

By-Law 44: COMPETITION COMMITTEE:

This committee shall be responsible for the arranging and supervising of all competitions held by the club. It will be required to submit all applications and monies to clubs hosting said competitions. Also it shall be responsible for obtaining a list of skaters from coaches and in so doing is responsible for making sure all skaters are in correct disciplines.

CO-ORDINATORS:

By-Law 45:

Each Co-ordinator is responsible for maintaining appropriate Club records and for submitting a record of accounts receivable and accounts payable to the Club Treasurer.

By-Law 46: Test Co-ordinator

The Test Co-ordinator shall be responsible for arranging and supervising all tests in consultation with the appointed referees, obtaining judges for Skate Canada Tests through the Section's Judges Chairperson, keeping Club records of Tests, preparing Test records for forwarding to Skate Canada, and for the encouragement of potential Skate Canada evaluators. In addition this Coordinator shall assist and promote Judges Schools and Clinics for the Club membership in co-operation with the region or section.

By-Law 47: Marketing & Communications Co-ordinator

The Publicity Co-ordinator is responsible for keeping Club members informed on Club activities and Skate Canada programs via a Club newsletter, and for promoting Club activities to the community and Club members. This coordinator will arrange for news items, competition results and pictures of club events and members to be supplied to the news media and posted on the club bulletin board.

By-Law 48: Ice Co-ordinator

The Ice Co-ordinator is responsible for booking all ice requirements for the club, such as sessions, test days, and events/carnivals and will act as liaison with the Ice rink staff/management for all facilities bookings in consultation with designated club coach. Any expenditure will be presented to the board of directors for approval.

By-Law 49: Registration Co-ordinator

The Registration Co-ordinator is responsible for promoting and developing membership in the club by informing the public (in conjunction with the marketing & communications co-ordinator) of club programs, special activities and dates of club registration. It will be the co-ordinator's responsibility to organize registration mail outs and registration in person times and places. They will also acquire or develop promotional materials such as posters, videos or other promotional material.

By-Law 50: Fundraising Co-ordinator

The fundraising Co-ordinator is responsible for organizing and coordinating fundraising efforts for the club and to make recommendations to the Board for all fundraising ventures.

CONFLICT OF INTEREST

By-Law 51: Conflict of Interest

Each Board Member should avoid conflicts of interest between his/her position as Board Member and his/her personal life. If such a conflict does arise, the Board Members must declare that conflict before the Board and refrain from voting on such matters.

ADOPTED BY:

Silver Blades Skating
Club

On 13th of June
2016
(Day) (Month)

Signed [Signature]

June 13, 2016
Date

Signed Kara Pye

June 13, 2016
Date