

## GENERAL CLUB POLICIES

Approved by VESC Executive on June 28<sup>th</sup>, 2018 and ratified by VESC members at the NEXT AGM (March 2019)

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### 1. General Club Policies

- 1.1. The Valley East Skating Club (hereafter also referred to as the “Club”), is a member of Skate Canada, which designs and authorizes the CanSkate, PreStar StarSkate, AdultSkate and CanPowerSkate programs that the Club provides. The Club ensures that our Coaches are certified and properly trained to teach these programs and that these programs are run to the standards for delivery set by Skate Canada.
- 1.2. The Club operates under the articles and by-laws set out in Club’s Constitution. The Constitution is reviewed annually and revisions are voted on by the general membership at the Annual General Meeting.
- 1.3. As per the Skate Canada Club Code of Ethics, the goal of the Club is to create and maintain a positive learning environment for individuals to participate in skating throughout their lifetime for fun, fitness and/or achievement. ***(see Appendix A)***
- 1.4. Membership in the Club shall be open to all, irrespective of sex, age, creed or colour.
- 1.5. The classes of membership, eligibility and privileges in the Club are set out in By-Law 7 of the Club’s Constitution.
- 1.6. All members of the Club 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 made by the Board of Directors of the Club.
- 1.7. 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 these fees are not paid within the time limit, set by the club. Members in arrears may have their club membership terminated and skaters may be denied access to the ice.
- 1.8. Skaters in the Club are expected to follow the Skaters’ Code of Conduct. ***(see Appendix B)***
- 1.9. Parents/guardians of skaters in the Club are expected to follow the Parent Code of Ethics. ***(see Appendix C)***
- 1.10. Coaches in the Club are expected to follow the Coaches’ Code of Ethics. ***(see Appendix D)***
- 1.11. Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides. Club membership shall commence on the first day of the Skate Canada membership year, September 1<sup>st</sup>, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, August 31<sup>st</sup>.
- 1.12. 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. Every member, guest or visitor shall use the Club facilities at his or her own risk. Money or valuables should not be left in the change areas. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.
- 1.13. The members of the Board of Directors and Chairs of committees, 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. These members are: President, Vice President, Treasurer, Secretary, Committee Representative, Past President and Coaches Representative.

- 1.14. Board members shall carry out their duties as per the Club's approved Positions and Duties document. (*see Appendix E*).
- 1.15. 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. The President is authorized to sign Club cheques (see Policy 5.3 for complete signing authority details).
- 1.16. 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 unaudited annual financial statement. The Treasurer is authorized to sign Club cheques (see Policy 5.3 for complete signing authority details). The Treasurer shall prepare monthly financial summary statements for the Board of Directors to review at their monthly meetings, with up-to-date debits and credits.
- 1.17. 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.
- 1.18. The President shall be permitted to be an ex-officio member of all committees.
- 1.19. The President shall seek volunteers to serve as standing committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.
- 1.20. Rules of order for all meetings, General and Board of Directors, shall be as outlined in General Rules of Order for the Club's meetings (**Appendix F**) in all cases in which they are applicable and consistent with the by-laws or special rules of the Club.
- 1.21. The Club Delegate to Skate Canada shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Skate Canada National Office shall be advised of the appointed delegate's name.
- 1.22. An Annual General Meeting shall be held within sixty days of the close of the March 31<sup>st</sup> fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of two thirds of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be ten per cent of the eligible-voting members.
- 1.23. Annual General Meeting and Special Meetings shall be advertised a minimum of 15 days in advance. The notice shall include the time and place of the meeting.
- 1.24. 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.
- 1.25. 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, to the club Coaching representative 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.

1.26. The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business

1.27. 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.

1.28. 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 the Board of Directors for one calendar year.

1.29. 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.

1.30. All amendments to the by-laws 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 for same. 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 by-law.

1.31. Special program committees as deemed necessary by the Club may be formed. These committees may include, but are not limited to:

- Registrar/Membership Chair
- Test Committee/Chair
- CanSkate Chair
- StarSkate Committee/Chair
- Advertising/Chair



- Fundraising Committee/Chair
- Special Events Committee/Chair

**THE VALLEY EAST SKATING CLUB**

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On the 28 day of June, 2018  
(day) (month) (year)

Signed:

A handwritten signature in black ink, appearing to read "Ron Rancourt", written over a horizontal line.

Ron Rancourt, President

June 28<sup>th</sup>, 2018

Date