

Revised June 2018 – interim

CONSTITUTION OF THE
VALLEY EAST SKATING CLUB
Skate Canada club number: 100334

Article 1. NAME OF CLUB

The Name of the Club shall be Valley East Skating Club hereinafter called the Club.

Article 2. SKATE CANADA

- a. The Club is a not-for-profit figure skating or skating 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 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. Not limited to but examples of these can be; registration, club registration, sports insurance, resound, Socan fee, test fee, etc.
- c. The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law.
- d. The Club is located in the Ontario 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. BY-LAWS

- 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 Executive 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-law contrary to the Rules 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.

BY-LAWS OF THE VALLEY EAST SKATING CLUB

MEMBERSHIP

By-law 1. CLUB MEMBERSHIP

Membership in the club shall be open to all, irrespective of sex, age, creed or color.

By-law 2. SKATE CANADA AND CLUB BY-LAWS, RULES AND REGULATIONS

All members 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.

By-Law 3. MEMBERSHIP FEES

Members of the Club shall be registered with Skate Canada and pay such registration fees and other fees to Skate Canada as set from time to time by Skate Canada.

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 these fees are not paid within thirty days of the date set for payment. Members in arrears shall be considered as having terminated their membership.

By-law 5. SETTING OF CLUB FEES, RULES AND SKATING HOURS

Fees, skating rules and skating hours shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of 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, August 31.

By-law 6. SUSPENSION AND EXPULSION FROM THE CLUB

The Board of Directors 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 he/she so desires, shall have the right of appeal to the Executive and to a General Meeting of the members.

INTERIM AMENDMENT

This provision must refer to a policy that is approved by the Club Board of Directors from time to time and it must be in writing and made available to all members. This policy must include an appropriate hearing and appeal process which includes principles of dues 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:

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 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

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).

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.

Partial Membership: All eligible skaters who are an Associate Member or Restricted Member of Skate Canada through another HOME club and have paid a reduced fee set by the Club. These members are not eligible to vote or hold a position of office. They may have a voice at the meetings of the club.

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.

Restricted Membership: A restricted member is an individual who is a paid employee of the Club, Section, or Skate Canada. 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.

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 facilities at his or her own risk. The club shall participate in the Skate Canada Liability and Member Accident Insurance programs.

By-law 9. REFUND

Refunds will not be issued with the exception of the following reasons. A skater who cannot skate due to medical reasons may have a refund with proof of a doctor's certificate. This medical note needs to be presented to the board within 30 days of injury or notice of medical reason. If the skater's family is relocating to another area, a refund may be given upon written request explaining the situation. In determining the refund, there is a processing fee, a fee covering payments of insurance and administrations, and guest fees for each day skated to be determined by the Board of Directors.

By-law 10. CLUB MANAGEMENT

The general management of the club shall be vested in a Board of Directors consisting of: immediate Past President, President, Vice-President, Secretary, Treasurer, Coaching Rep and Committees Rep. The Past President shall be an ex officio and shall hold office until the new president has been duly elected. On odd number years the President and Secretary will be elected and on even years Vice-President, Treasurer and Committees Rep will be elected. Past President and Coach's representative are not elected positions.

INTERIM AMENDMENT

Past-President is a non-voting member.

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 role of the past position holder will mentor newly elected member until July 31st. Newly elected members term starts at the conclusion of the AGM meeting.

INTERIM AMENDMENT

Proxy vote accepted.

By-law 12. VOTING AT BOARD OF DIRECTORS MEETINGS

A quorum of the Board of Directors shall consist of over 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 the 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.

By-law 13. BOARD OF DIRECTORS VACANCIES & RESIGNATIONS

Casual vacancy occurring between any Annual General Meeting of the Club, may be appointed, until the end of that positions term, 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.

Any member of the board wishing to resign shall notify the President or Secretary in writing and return all club documents or property before relinquishing his/her duties.

A board member after resignation from the Board shall revert back to a Special Member.

A resignation from membership is also a form of a motion. The rules for resignation from office require the Board member not to abandon their duties until the resignation has been accepted by the Board within 48 hours.

By-law 14. POSTED MEETINGS/COMMUNICATIONS

Executive Board meetings to be held every month as posted. General Membership for suggestions and complaints will be held from time to time.

For motions deemed to be of an urgent and important nature by any Board member, their concern must be addressed to the President before enacting the following procedure. The board member may poll the board by email and telephone and, if the procedure contained herein is followed, any by-law, resolution or special resolution approved thereby shall be as valid and effective as if passed at a meeting of the directors duly called, constituted and held for that purpose. The President shall attempt to reach all directors by email and telephone within a 2 day period and shall read to each director so the text of the proposed by-law resolution or special resolution. If a majority of the director's consent thereto, this shall constitute approval and the president shall circulate the text of the by-law, resolution or special resolution for signature by those consenting thereto and the secretary shall table the same at the next meeting of the directors and document in the minutes.

By-law 15. BOARD OF DIRECTORS MEMBER ABSENTEEISM

If a Board of Directors Member is absent for two 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 16. RODE OF PRESIDENT/VICE-PRESIDENT

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-President or Designate will fill this duty.

- a. Shall preside at all meetings of the Club and the Board and shall only vote in the case of a tie or to change outcome.
- b. Shall be eligible to sit as a member on all committees.
- c. Shall delegate responsibilities to the members of the Board.
- d. Ensure that meetings are held in accordance with the Constitution.
- e. Represent the Club in all public matters or appoint a designee to do so.
- f. Shall represent the Club at all meetings of Central Region or appoint a designee to do so.
- g. Shall have financial signing authority along with two (2) other designated members of the Club.
- h. Shall oversee the booking/cancellation and maintenance of all ice time required by the Club.
- i. Shall communicate all important information to the members and coaches.
- j. Perform any other duties deemed necessary by the Board.

INTERIM AMENDMENT

- k. Should the President be unable to fulfill their duties i.e. stand down, become ill or any other unforced circumstance, the Vice President shall take on the duties of the President as the President for the remaining term or until the return of the President.
- l. Should both the President and the vice President be unable to fulfill their duties i.e. stand down, become ill or any other unforced circumstance, the secretary will take on their duties as the interim role of the President, until the return of either the President or vice President at which time the Secretary will stand down and return to their role and regular duties.
- m. To arrange every 5 years an independent financial review starting the end of the 2017.2018 Fiscal Year.

By-law 17. ROLE OF TREASURER

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 records as are required for financial review. The treasurer is also responsible for arranging for an unaudited annual financial statement. Any two of the President, Treasurer and third delegate to be determined shall sign all cheques and legal documents and licenses needed by the Greater City of Sudbury.

By-law 18. ROLE OF SECRETARY

The Secretary shall deal with all correspondence subject to the approval of the President or designate, 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 19. COMMITTEES – PRESIDENT AS EX-OFFICIO MEMBER – ROLE OF COMMITTEE REP

The President or Vice President shall be a member of all committees. The Committee Rep will be the liaison between the Committee chairs and the Board of Directors.

By-law 20. COMMITTEES APPOINTMENT

The Committee Chairs will accept all new volunteers as needed provided they meet By-Law 21.

By-law 21. COMMITTEES: ELIGIBILITY TO SERVE

All Club Board of Directors and members of committees 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.

By-law 22. RULES TO ORDER

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order (<https://robertsrules.org/>) in all cases which they are applicable and consistent with the by-laws or special rules of the Association.

By-law 23. SKATE CANADA CLUB DELEGATE

The Club 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 24. ANNUAL GENERAL MEETING

An Annual Meeting shall be held within 30 days of the close of the skating season. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10% of the Club members. A quorum for an Annual General Meeting shall be 10% of the eligible-voting members.

By-law 25. 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 26. VOTING ON CLUB ELECTIONS

Voting on Club Executives 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 27. ELIGIBILITY TO VOTE

Voting for club elections or 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(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 28. ORDER OF BUSINESS

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

- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special Meeting
- President's report
- Secretary's report
- Treasurer's report
- Other reports
- Elections of Executive Members
- Amendments to the Constitution and By-laws
- New Business

AMENDMENTS TO CONSTITUTION AND BY-LAWS

By-law 29. ROLE TO SUBMIT, PROCESS FOR SUBMITTING

Any member of the club, in good standing, may propose an amendment to the constitution or bylaws of the club. This proposal must be submitted in writing to the Board of Directors of the club. 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 30. INTERIM AMENDMENTS

By-laws may be amended by a majority vote of the Board of Directors 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 re-enacted by the Executive for one calendar year.

By-law 31. 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 the Annual General Meeting of the club.

By-law 32. EFFECTIVE FORCE OF EMENDMENTS TO BY-LAWS

All amendments become effective immediately following the Annual General Meeting if they are passed unless the motion of the amendment specifies otherwise. All such amendments shall be submitted to the Skate Canada National Office. 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 33. DEPOSITS

The Treasurer shall deposit all funds in such banks or other institutions as may be designated by the Executive.

By-law 34. DISBURSEMENTS

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

By-law 35. CLUB CEASES TO EXIST

In the event that the club ceases to exist, the net assets from liquidation shall go to a local Skating Club to be determined by the Board of Directors prior to the demise of the club.

COMMITTEES

By-law 36. ICE SHOW COMMITTEE

This committee shall be responsible for the planning and production of the ice show.

By-law 37. WEBSITE

This committee will be responsible for updating and deleting information as necessary.

By-law 38. SKATING OFF ICE GROUP COORDINATORS

In consultation with the club coaching staff, the committee shall coordinate and oversee the 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. The skating coordinators will be responsible for all communication with parents/guardians. They are the liaison between the committees within the club. The coordinators of all programs shall attend all sessions as needed or designate a replacement.

By-law 39. MEMBERSHIP/REGISTRATION COMMITTEE

This committee is responsible for setting up registration dates and the registration of individual members in Skate Canada. The committee will maintain and update complete records of members and prepare membership lists for Board of Directors and Board committees.

By-law 40. ADVERTISING COMMITTEE

This committee is responsible for promoting and developing membership in the club by informing the public of club programs, special activities and dates of club registration.

By-law 41. FUNDRAISING/BINGO COMMITTEE

This fundraising committee shall recommend -fundraising ventures and implement such ventures on approval of Board of Directors.

The Bingo Coordinator will be responsible for recruiting volunteers and to advise of bingo assignments to be filled.

By-law 42. VOLUNTEER COMMITTEE

The Volunteer Coordinator shall be a liaison for all Junior club Volunteers. The Volunteer Coordinator shall be responsible for recruiting volunteers for various tasks (such as Canskate helpers, music, Carnival, Fundraising initiatives, etc.) The Volunteer Coordinator is responsible for keeping track of volunteer hours, signing high school volunteer sheets as needed, keeping all volunteers up to date on events and being a contact for volunteers when they have questions or concerns.

By-law 43. BANQUET COMMITTEE

The banquet committee is in charge of organizing every detail regarding Banquet.

By-law 44. CANSKATE COMMITTEE



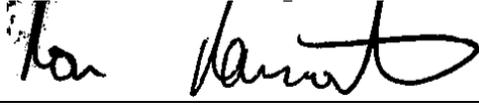
Committees will be established as required to ensure the efficient and effective operation to the club. A committee chairperson will report to board of directors.

CanSkate committee – Shall be responsible for the implantation and programming for all CanSkate programing. Each committee member will participate in activities determined by the — committees — president as ex-officio member – role of committee rep. Will be available to meet regularly to ensure high level programming.

Adopted by:

VALLEY EAST SKATING CLUB

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

Signed 
Ron Rancourt, President

06.28.2018
(Date – mm-dd-yyyy)

Signed 
Manon Plante-Rancourt, Secretary

06.28.2018
(Date – mm-dd-yyyy)