

Rational for bylaws changes in 2026

One of the requirements for a club to remain in good standing with Skate Canada: AB | NT | NU is to review the society's bylaws at least every 5 years. The last bylaw review was 2021 so the Canmore Skating Club was due for a review. Skate AB|NT|NU has a bylaw template for clubs and the latest version was updated in September 2024 so there are many syntax and subtle changes which changed the words on the page but did not substantially change the meaning, intent or how CSC uses the clause. The proposed Canmore Skating Club bylaws have been updated to reflect the template and endeavors to clarify how the clauses have been implemented by CSC.

1. Removal of item b) from preamble to bylaws.

BYLAWS OF THE CLUB

- a) The Bylaws 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 Bylaws, Rules and Regulations of Skate Canada and those of the Section in which the club operates shall take precedence over any Club Bylaws.~~
- c) Any Club Bylaw contrary to the Bylaws, 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 bylaw relating to that club.

2. Substantial re-working of Membership clause syntax and the addition of Membership Year and Dispute Reporting and Resolution clauses as well as a re- working of the Suspension and Expulsion from the Club clause.

MEMBERSHIP

Bylaw 1 Club Membership

Membership in the Club shall be open to all, ~~irrespective of sex, age, creed or colour.~~

Bylaw 2 Skate Canada and Club Bylaws, Rules and Regulations

All members shall uphold, observe and conform to the Bylaws, Rules and Regulations, and applicable policies and procedures of Skate Canada, the Bylaws of the Club and such regulations as made by the Board of Directors of the Club.

Bylaw 3 Membership Fees

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

Bylaw 4 Membership Year

Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that the membership fees are paid (whichever is the latter) and terminate on the last day of Skate Canada year, 31 August.

Bylaw 4.1 Member in Good Standing

~~For a member of the Club to be a member is considered in Good Standing with the Club upon payment of Skate Canada registrant fees, and any additionally required Club fees as stipulated by the Club Board of Directors in advance of the membership year. 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 30 days of the date set for payment. Members in arrears shall be considered as having terminated their Club membership.

Bylaw 4.1-2 Termination of Club Membership

A member may terminate their Club membership at any time by notifying the Secretary or Membership Director in writing. Termination of Club Membership does not infer termination of Skate Canada registrant status.

Bylaw 5 Setting of Club Fees, Rules and Skating Hours

Additional Club Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time.

Bylaw 5.1 Dispute Reporting and Resolution

The club Board shall have a policy and procedure to handle general disputes within the Club to standardize the measures and procedures to ensure Club Members have a process to report general disputes, confidence that there will be no retaliation or reprisal for reports made in good faith and reports will be investigated and dealt with within a fair and timely manner.

This policy shall be approved by the Board from time to time and shall be in writing and made available to all Members in advance of its implementation.

Bylaw 6 Suspension and Expulsion from the Club

~~A Membership may be suspended in accordance with Skate Canada's policies and procedures relating to the discipline of Members.~~

~~A Registrant may be suspended or expelled from the Club in accordance with Skate Canada's policies and procedures relating to the discipline of Registrants.~~

Replace with:

A Club Member may be terminated or suspended by Majority Resolution of the Board in the event that a Member fails to remain in good standing with Skate Canada or fails to observe and conform to the rules and regulations of Skate Canada, Skate Canada: AB | NT | NU, the rules of the Club or these Bylaws. The Board shall have a Misconduct reporting policy and procedure in accordance with Skate Canada Misconduct Reporting and Resolution Procedures and will defer to Skate Canada Safe Sport and/or the Office of the Sport Integrity Commissioner (OSIC) when appropriate.

3. Classes of Membership – additional and improved clarity around who is an eligible voting member and being specific that there is one vote per family. Added the use of the terms “Home Club” and “full Fall or Winter or Fall and Winter Club Skating Program” which was how this clause has been interpreted but was not stated.

Bylaw 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 registrants of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meetings of the Club. Individuals whose Home Club is Canmore SC and who have paid the fees as set by the Club and are registrants of Skate Canada. Individual members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meetings of the Club. Members shall be restricted to one vote per family regardless of how many members there are in the family.~~
- **Active Membership:** All eligible skaters whose Home Club is Canmore SC and participated in a full Fall, Winter or Fall and Winter-Club Skating Program in the current membership year and who have paid the fees as set by the Club and are registrants 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 Meetings of the Club. ~~(Underage Active Members have no vote but may be represented by Special Members)~~ Members shall be restricted to one vote per family regardless of how many members there are in the family.
- **Special Membership:** Special Member is a subset of Individual Membership and Active Membership. Special Members must be over 18 years and the parent or guardian of a legally underage Active or Individual member. Special members may vote on behalf of an Individual Member or Active Member, and are not required to be a Skate Canada registrant. Members shall be restricted to one vote per family regardless of how many members there are in the family.
- **Partial Membership:** All eligible skaters who are registrants of Skate Canada through another HomeOME club and have paid a reduced fee as set by the Club or whose Home club is Canmore SC but do not meet the criteria of an Active member. Partial Members have no vote and may not hold office.
- **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 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 receives financial compensation from the Club, Section or Association; a coach, a performing professional skater, or a professional dance partner. A restricted member is not permitted to hold elected office and may not vote at meetings.

T A B I L I T Y

4. Liability – added “illness”

LIABILITY

Bylaw 8 Liability

The Club shall not be responsible for any damages, injury, illness or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss, illness 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.

5. Club Management Bylaw 9 Eligibility to Serve – Board of Directors and Chairs of committees shall be Active members in good standing of the Club. Definition of Club Delegate changed in Section bylaws.

CLUB MANAGEMENT

Bylaw 9 Eligibility to Serve: Members of the Board of Directors, Committees ~~and Club Delegate to Skate Canada~~

The members of the Board of Directors ~~and ,members and~~ Chairs of committees, ~~and the Club Delegate to Skate Canada~~ must be Active members in good standing of the Club, be registrants in good standing of Skate Canada, and be of legal age, and be eligible persons (with the exception of the Coaching Representative Director) as defined by Skate Canada Rules.

~~The members of the Board of Directors and the Club Delegate to Skate Canada must be registrants of Skate Canada.~~

6. Remuneration – re-phrased.

Bylaw 9.1 Remuneration

No ~~member of the Board of Directors, Committees director, officer~~ or voting member of the association shall receive any compensation/remuneration for his/her/their role(s) or service(s) to the Club.

7. General Management of the Club – added sentence to comply with AGLC requirements.

Coaching Representative Director paragraph re-phrased.

Bylaw 10 General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of: President, Vice-president, Secretary, Treasurer, Membership Director, Special Projects Director, Programs Director and a Coaching Representative Director. All of the above, with the exception of the Coaching Representative Director shall be elected every year at an Annual General Meeting. The Immediate Past President shall be ex-officio for the term of one year and have no voting privileges at Board meetings. The positions of President, Vice-president, Secretary and Treasurer cannot be related.

The Coaching Representative Director shall be elected annually, by and from within the Skate Canada Coaches of the Club as per Skate Canada bylaws and has no voting privileges.

8. Conflict of Interest clause added.

Bylaw 11.1 Conflict of Interest

Board Members shall avoid conflicts of interest or perceived conflicts of interests. The Board Member must disclose fully and promptly such interest, the nature and extent of such interest to the Board or Committee.

9. Meetings of the Board of Directors – added frequency, notice and in camera clauses.

Bylaw 12 Meetings of the Board of Directors

Board of Director Meetings shall be held as often as required, but at least once a quarter, and shall be called by the President.

Meetings of the Board of Directors shall be called by email with a minimum of 3 days notice.

All meetings of the Board of Directors shall be open to Club members. The Board of Directors shall close the meeting to the general membership when discussing personnel or disciplinary issues.

Bylaw 12.1 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-Issues~~ 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. participate in all votes. Therefore, the chair may vote to break a tie, and thus pass the motion, or to create a tie, and thus defeat a motion. In the event of a tie the motion shall be considered defeated.~~

10. Signing Authority – removed sentence from clause 16 and created new clause 34.

Bylaw 16 Role of the President

The President shall act as Chair of all Board of Directors and general meetings. In the absence of the President, the Vice-president will fill this duty. ~~Any one of the President, the Vice-president, the Secretary and the Treasurer shall sign all legal documents.~~

11. Annual Meeting – clarify quorum is established at opening of meeting and does not have to be maintained throughout the meeting.

ANNUAL MEETING

Bylaw 24 Timing, Quorum, Special Meeting Request

An Annual Meeting shall be held prior to May 31 of each year. ~~Other general Special~~ meetings may be held from time to time upon the request of the Board of Directors or upon written request ~~supported by at least~~ Twenty-five (25) per cent of Club Members, stating the reason for calling such a meeting. A quorum for an Annual General Meeting or Special Meeting shall be ten (10) per cent of **but not less than fifteen (15)** eligible-voting members at the opening of a meeting.

12. Nomination Process – moved from Nomination Committee clause and created new clause.

Bylaw 26 Nomination Process

Nominations may be made by any member in good standing by a written submission to the nominating committee at least 7 days before the Annual General Meeting. Each nominee must indicate acceptance in writing at the time of nomination.

13. Voting on Club Elections – removed proxy voting to align with Robert’s rules now that we have ability to meet quorum by adjourning for 15 minutes, see clause 24.1.

Bylaw 26.1 Voting on Club Elections

~~Members eligible to vote at General or Special meetings may do so in person or by proxy.~~ 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. Voting by proxy is not permitted.

14. Eligibility to Vote – replaced with template version.

Bylaw 27 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 registrants of Skate Canada and are 18 years of age and to Special Members of the club voting on behalf of their underage children (who are members of the Club and registrants of Skate Canada).~~

Voting at any Annual General Meeting or Special Meeting shall be restricted to eligible voting members of the Club as defined in the Classes of Club Membership. Eligible voting members must be In Good Standing as defined by the Club dispute policy and and/or the Skate Canada Safe Sport and Resolution policy.

Each eligible voter is restricted to carry one vote.

15. Order of Business – replace with template version

Bylaw 28 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
- 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, reviewed by Club Auditors)
- Appointment of Club Auditors (as applicable)
- Other Reports
- ~~Election of Board of Directors~~
- Amendments to the Constitution and Bylaws
- ~~Appointment of Club Auditors (as applicable)~~
- Election of Board of Directors
- New Business

16. Amendments - replace with template version.

AMENDMENTS

Bylaw 29 Right to Submit, Process for Submitting

Any eligible voting member of the Club, in good standing, may propose an amendment to the Bylaws 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 a Special Meeting. All amendments must be submitted at least ~~28~~ 42 days before the respective meeting. No amendment to the Constitution or Bylaws of the Club shall be accepted from the floor at any meeting.

17. Voting on Amendments – replace with template version

Bylaw 31 Voting on Amendments

Any amendment, to be accepted or ratified, by special resolution must pass by a vote of ~~not less than~~ 75% of those eligible to vote and present at an Annual General Meeting or Special Meeting of the Club.

18. Effective Force of Amendments to Bylaws – replace with template version

Bylaw 32 Effective Force of Amendments to Bylaws

All amendments to the Bylaws upon receiving approval of any general or special meeting of members and upon approval of ~~the provincial government~~ Alberta Corporate Registry shall come into force immediately or on a date specified for same. All such amendments shall be signed by two members of the Club Board of Directors and submitted to the Skate ~~Canada~~ Canada: Alberta-NWT/NunavutAB | NT | NU Section Office within 30 days of Member approval at a General or Special Meeting. Skate Canada and the ~~Alberta-NWT/NunavutAB | NT | NU~~ Section 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 Bylaw.

19. Funds – covers deposits, disbursements, contract and borrowing. (These would benefit from renumbering.) New clauses state that the Board must approve contracts exceeding 3 months and/or \$5,000 and that contracts can be signed by any Board member. This is how we have been operating but it was not stated in the bylaws.

Removed borrowing powers from the Board since not a foreseeable necessity.

FUNDS

Bylaw 33 Deposits & Disbursements

The Treasurer shall ~~deposit all funds~~ be responsible for the oversight of all financial transactions of the Club in such banks or other institutions as may be designated by the Board of Directors.

Bylaw 34 Disbursements

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

Bylaw 33.1 Contracts of the Society

The Board shall be responsible for the oversight of all Contracts as necessary for Club operations. Contracts exceeding 3 months and/or \$5,000 must be approved by a simple majority of the Board.

Bylaw 34 Signing Authority

The Board shall determine, by resolution from time to time, which three (3) Board members or other persons, in addition to the Treasurer, shall have the authority to sign disbursements. ~~Any two of the four (4) shall sign all disbursements.~~

The Board shall determine, by resolution from time to time, which Board members or other persons may sign Club contracts. Any one (1) of these people may sign contracts.

Bylaw 34.1 Borrowing

~~For the purpose of carrying out its objectives, the Club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of a special resolution of the Club members.~~

The Board of Directors does NOT have the authority to borrow funds.

20. Review of Financial Statements – clarified that the auditors cannot be related to anyone on the Board or who has signing authority. This is how we have tried to operate but it was not stated in the bylaws.

Bylaw 35 Review of Financial Statements

A review of the financial transactions of the Club, shall be made each year by two (2) ~~individuals~~ people who do not have signing authority, who or are not members of the Board of Directors of the Club nor a relation of a signing authority or member of the Board of Directors of the Club, and the resulting financial statements shall be made available to the membership of the Club. A complete and proper statement of the financial standing of the Club for the previous year shall be presented at the Annual General Meeting of the Club.

21. Availability of Financial Books and Records – replace with template version.

Bylaw 37 Availability of Financial Books and Records

The books and records of the club may be inspected by any member ~~at the Annual General Meeting or~~ at any time upon written request including a specific reason and specific timeframe of the request, giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the board shall at all times have access to the books and records.

22. Corporate Seal – added clause.

Bylaw 38.1 Corporate Seal

The Canmore Skating Club does not utilize a Seal of the Society.

23. Creation of Committees – added from template

Bylaw 39 Creation of Committees

The Board of Directors may annually form Committees to assist the Board. Committees should be provided with a committee role description which outlines the work each committee is tasked with and states the outcomes each committee is to achieve. Role descriptions are to be approved by the Board of Directors.

24. Finance Committee – added from template

Bylaw 40 Finance Committee

The Finance 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 expenditure to its members.

25. Special Committees – added from template

Bylaw 41 Special Committees

Special committees / sub committees as deemed necessary by the Club may be formed at the discretion of the Board.

26. Club Operations – Corporations Branch no longer allows the purpose of the organization to be included as part of the bylaws so this clause has taken its place.

Added from template.

Bylaw 42 Club Operations

The Club shall be a not-for-profit club, managed and operated by a volunteer Board of Directors, who are registrants of Skate Canada with the specific purposes:

- a) To operate only Skate Canada skating programs to its members.
- b) To maintain membership in good standing with Skate Canada and the Skate Canada: AB | NW | NU section
- c) 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.
- d) To 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.
- e) Only Skate Canada Coaches are permitted to provide figure skating and skating programs.