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## **Canmore Skating Club**

(to be presented for approval on October 22, 2026)

Established 1974  
Incorporated – January 19, 1977  
Incorporation number - 500098439  
Skate Canada number – 1000836

The Name of the Club is **Canmore Skating Club** hereinafter called the Club.

## BYLAWS OF THE CLUB

- a) The Bylaws shall describe the organization and structure 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) Any Club Bylaw contrary to the Bylaws, Rules of Skate Canada and those of the AB | NT | NU 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.

### **MEMBERSHIP**

#### **Bylaw 1 Club Membership**

Membership of the Club shall be open to all.

#### **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**

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. 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 4.2 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 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.

#### Bylaw 7 Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

- **Individual membership** 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 participate 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. 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 Home 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.

#### 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.

#### CLUB MANAGEMENT

##### Bylaw 9 Eligibility to Serve: Members of the Board of Directors, Committees

The members of the Board of Directors and Chairs of committees, must be Active members in good standing of the Club, be registrants in good standing of Skate Canada, and be of legal age.

##### Bylaw 9.1 Remuneration

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

##### 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 and has no voting privileges.

#### Bylaw 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.

#### 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.

#### 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 member of the Board of Directors, including the Chair. Issues arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting Chair may participate in all votes. In the event of a tie the motion shall be considered defeated.

#### Bylaw 13 Board of Directors Vacancies

Board positions not filled at an Annual General Meeting of the Club or a vacancy occurring between Annual General Meetings of the Club, may be appointed, 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 Director, by the coaching team.

#### Bylaw 14 Board of Directors Absenteeism

If a Board of Directors Member is absent for more than two (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.

#### Bylaw 15 Board of Directors Job Descriptions

All Board members must be familiar with and be prepared to undertake all functions and tasks as outlined in the **Canmore Skating Club Board and Committee Job Descriptions** document.

#### 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.

#### Bylaw 17 Role of the 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 unaudited annual financial statement.

#### Bylaw 18 Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or their 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 Skate Canada: AB | NT | NU, Section such reports as are required by Skate Canada rules and other regulations.

**Bylaw 19 Committees – President as Ex-officio Member**

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

**Bylaw 20 Committees – Appointments**

The President shall appoint 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.

**Bylaw 21 (intentionally blank until bylaws re-numbered)**

**Bylaw 22 Rules of Order**

Rules of order for all meetings, General and Board of Directors, shall follow meeting procedures as outlined and approved by the Club Board of Directors as they are applicable and consistent with the bylaws or special rules of Skate Canada.

**SKATE CANADA CLUB DELEGATE**

**Bylaw 23**

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. 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.

**ANNUAL GENERAL MEETING AND SPECIAL MEETINGS**

**Bylaw 24 Timing, Quorum, Meeting Requests**

An Annual Meeting shall be held prior to May 31 of each year. 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 and must be present at the opening of a meeting.

**Bylaw 24.1 Inability to meet quorum**

In the event that quorum is not present, the meeting will be adjourned and if quorum is not present within 15 minutes of the original set time of the meeting, then those eligible voting members present will constitute quorum.

**Bylaw 25 Written Notice**

Written notice of all Annual General Meeting and Special Meetings shall be provided at least 21 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 Bylaws, and a complete list of the candidates nominated for elections. Notice is provided to the last known email provided by each eligible voting member.

**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. Nominations from the floor at the Annual General Meeting will not be accepted.

**Bylaw 26.1 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. Voting by proxy is not permitted.

**Bylaw 27 Eligibility to Vote**

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.

#### 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
- Amendments to the Club Bylaws
- Election of Board of Directors
- New Business

#### **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 42 days before the respective meeting. No amendment to the Bylaws of the Club shall be accepted from the floor at any meeting.

##### Bylaw 30 Interim Amendments

Bylaws may be enacted or amended by a majority vote of the Board of Directors whenever required. Such Bylaws 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.

##### Bylaw 31 Voting on Amendments

Any amendment, to be accepted or ratified, by special resolution must pass by a vote of 75% of those eligible to vote and present at an Annual General Meeting or Special Meetings of the Club.

##### 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 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: AB | NT | NU Section Office within 30 days of Member approval at a General or Special Meeting. Skate Canada and Skate Canada: AB | NT | NU Section reserve 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.

#### **FUNDS**

##### Bylaw 33 Deposits & Disbursements

The Treasurer shall 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.

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

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

#### Bylaw 35 Review of Financial Statements

A review of the financial transactions of the Club, shall be made each year by two (2) people who do not have signing authority, 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.

#### Bylaw 36 Fiscal Year

The fiscal year of the Club shall be September 1 to August 31.

#### Bylaw 37 Availability of Financial Books and Records

The books and records of the club may be inspected by any member at any time upon written request including a specific reason and specific timeframe of the request. Each member of the board shall at all times have access to the books and records.

#### Bylaw 38 Dissolution

In the event that the Club ceases to exist, the net assets from liquidation shall go to a not-for-profit organization serving the community of Canmore as determined by the Board of Directors at that time.

#### Bylaw 38.1 Corporate Seal

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

### **COMMITTEES**

#### 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.

#### Bylaw 39.1 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 (2) members, one (1) from the Board of Directors and one (1) from the membership. Other 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 prior to the commencement of elections.

#### 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.

#### Bylaw 41 Special Committees

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

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 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.

**ADOPTED BY:**

**CANMORE SKATING CLUB**

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On 22 of October, 2026

Signed \_\_\_\_\_  
(Carol Manson McLeod – President) (Date)

Signed \_\_\_\_\_  
(Norine Hori - Secretary) (Date)