



Bylaws

of the

Canmore Skating Club

Canmore Skating Club

Club Number 1000836

The Name of the Club shall be **Canmore Skating Club** hereinafter called the Club.

- a) The Club shall be a not-for-profit 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 by Skate Canada.
- c) The Club shall abide by all Skate Canada Bylaws, Rules and Regulations as per Skate Canada Bylaws.
- d) The Club is located in the Alberta – NWT/Nunavut Section of Skate Canada.

PURPOSE OF THE CLUB

- a) The purpose of the club shall be to provide local opportunities for individuals to pursue their dreams and fulfill personal goals through the sport of skating. By fostering strong partnerships between skaters, coaches, parents and volunteers, we offer excitement and challenge in a fun and safe environment to all our members 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 registrants 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 skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach skating in the Club.

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.

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 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 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 **30** days of the date set for payment. Members in arrears shall be considered as having terminated their Club membership.

Bylaw 4.1 Termination of Membership

A member may terminate their membership at any time by notifying the Secretary or Membership Director in writing.

Bylaw 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 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.

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.

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.
- **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 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)
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are registrants of Skate Canada. Special Members shall be restricted to one vote per family regardless of how many children 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. 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, 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.

CLUB MANAGEMENT

Bylaw 9 Members of the Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, 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.

Bylaw 9.1 Remuneration

No director, officer or voting member of the association shall receive any remuneration for his/her services.

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 Coaching Representative Director shall be elected annually as per Skate Canada bylaws 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 General Meeting duly called for that purpose.

Bylaw 12 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 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 defeat a motion.

Bylaw 13 Board of Directors Vacancies

A casual vacancy occurring between any Annual General Meeting of the Club, may be filled, 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. Any one of the President, the Vice-president, the Secretary and the Treasurer shall sign all legal documents.

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 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 whom 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 Board of Directors: Eligibility to Serve

All Club Board of Directors shall be Club members with voting privileges and of legal age (18 years). They must be members in good standing of the Club and be registrants of Skate Canada.

Bylaw 21.1 Committees: Eligibility to Serve

All Committee members shall be Club members in good standing and of legal age (18 years).

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 MEETING

Bylaw 24 Timing, Quorum, Special Meeting Request

An Annual Meeting shall be held prior to May 31 of each year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of Twenty-five (25) per cent of Club Members. 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.

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. Written notice is provided to the last known email address provided by each eligible voting member.

Bylaw 26 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.

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).

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)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and Bylaws
- Appointment of Club Auditors (as applicable)
- New Business

AMENDMENTS

Bylaw 29 Right to Submit, Process for Submitting

Any 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 days before the respective meeting. No amendment to the Constitution or 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, 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.

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 shall come into force immediately or on a date specified for same. All such amendments shall be submitted to the Skate Canada: Alberta-NWT/Nunavut Section Office. Skate Canada and the

Alberta-NWT/Nunavut 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.

FUNDS

Bylaw 33 Deposits

The Treasurer shall deposit all funds 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. 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.

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.

Bylaw 35 Review of Financial Statements

A review of the financial transactions of the Club, shall be made each year by two (2) individuals, who are not members 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 the Annual General Meeting or at any time upon 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.

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.

COMMITTEES

Bylaw 39 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 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 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

ADOPTED BY:

CANMORE SKATING CLUB

on 25 of 06, 2021
(day) (month) (year)

Signed

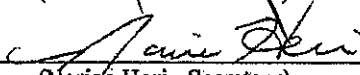


(Mark Tkacz - President)

CANMORE, AB

(at)

Signed



(Norine Hori - Secretary)

CANMORE, AB

(at)

Canmore Skating Club Board and Committee Descriptions

(April 20, 2021)

Responsibilities as per bylaws (2021)

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.

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 Section such reports as are required by Skate Canada rules and other regulations.

Board Responsibilities by Position

The Board member responsible for managing the following activities by default, is provided below. It is not necessary for the Board member to chair or even be a member of these committees, however, they are responsible for recruiting a committee chair and communicating the committee's activities to the Board. Different Boards may adjust or share these responsibilities to suit the skills, availability and interests of that particular Board's makeup.

President

- Bylaw 16
- Appoints or approves the appointments of all committee members and chairs.

Coaches Committee

This committee shall be responsible for contracting a coach or coaches for the club and ensuring that the Coaching Representative Director is elected by the coaching team.

Assessments Committee (lead by the Assessments Chair)

This committee shall be responsible for arranging and supervising all assessments (in consultation with the appointed referees) and obtaining judges for Skate Canada assessments and competitions. They are also responsible for keeping Club records of assessments, forwarding assessment results to Skate Canada and for the encouragement of potential Skate Canada judges.

Vice-president

Fundraising Committee(s)

This committee shall be responsible for organizing fundraising events to meet the Club's annual budget. The Club has had very good success with casinos (now every 3 years); annual fresh evergreen wreaths (October); and, cash or prize raffles.

Treasurer

- Bylaw 17

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.

Secretary

- Bylaw 18
- Web page updates and posts.
- Backup Uplifter support person.

Membership Director

- The Membership Director is responsible for ensuring submission of club and member registrations to Skate Canada.
- Club's social media presence – currently that is Facebook and Instagram.

Membership Committee

This committee is responsible for membership growth and retention. By promoting and informing the public of club programs, special activities, accomplishments, registration dates and speaking to interested groups regarding the various programs offered by the club. It is also

responsible for conducting skater/parent orientation sessions, awards nights and team building events.

Examples: notifying newspaper of competition results; skaters making provincial, national or international teams; celebrations after the Annual General Meeting

Programs Director

Ice and Programs Committee

In consultation with the club coaches, the committee shall plan the ice requirements and scheduling for all sessions and test days of the Club. They will also coordinate and oversee 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.

This committee is responsible for the supervision of the skating sessions and for the preparation of rules governing behavior on or around the skating surface.

Music and Equipment Committee

This committee shall arrange for music at Club sessions as well as purchase music, equipment, first aid and program supplies as approved by the Board of Directors and ensure, where appropriate, that Skate Canada and other suitable Dance music is available for practice and tests.

Special Projects Director (examples)

Club Attire Ordering

Competitions Committee

This committee shall be responsible for the bidding, planning and implementation of competitions and events hosted by the Club.

Ice Show / Gala Committee

This committee shall be responsible for the planning and production of the ice show and winter gala. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chair of the Ice Show Committee.

Immediate Past President

Nominating Committee (Bylaw 39, new number)

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 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 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.