

# CONSTITUTION OF THE DUFFERIN-PEEL SKATING CLUB

## ARTICLE 1.

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### **Name**

The name of the club shall be the **Dufferin-Peel Skating Club**, hereinafter called the Club.

## ARTICLE 2.

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### **Skate Canada**

- a. The Club shall be a member of Skate Canada.
- b. The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.
- c. The Club is located in the Central Ontario Section of Skate Canada.

## ARTICLE 3.

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### **Purpose**

- 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 and Policies 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 amateur status of its members. The Club shall not take or omit any action that would knowingly jeopardize the amateur status of its members.

## ARTICLE 4.

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### **By-Laws**

- a. The By-Laws, appended to its 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 Central Ontario Section shall take precedence over any Club By-Laws.
- c. Any By-Law contrary to the Rules of Skate Canada and those of the Central Ontario Section shall be invalid.

# BY-LAWS OF THE DUFFERIN-PEEL SKATING CLUB

## MEMBERSHIP

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1. Membership in the Club shall be open to all, irrespective of sex, creed or colour.
2. All members shall uphold, observe and conform to the Rules and Regulations of Skate Canada, the By-Laws of the Club and such regulations as set forth from time to time by the Board of Directors of the Club.
3. Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set forth in the current Skate Canada Rule book with the exception of Special Members.
4. To be considered in good standing, all members of the Club must pay, within the time limits shown in By-Law 5, such club fees as are stipulated by the Board of Directors.
5. Members in arrears will not be permitted to take part in any Club activity. If any arrears are not paid within one month of the date set for payment, such members shall be considered as having terminated their membership.
6. Fees, skating rules and skating hours shall be as the Board of Directors decides from time to time
7. 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 Board of Directors shall give to the individual a written explanation for the termination of membership on request. The individual, if he so desires, shall have the right to appeal to the Board of Directors and to a General Meeting of members.
8. The Classes of membership, eligibility and privileges shall be as follows:
  - a. Individual Membership:**

Non-skating members who have paid the fees set by the Club and are Associate Members of Skate Canada. Individual Members of legal age shall be entitled to one vote.
  - b. Active Membership:**

All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of eighteen have one vote each. Underage Active Members have no vote but are represented by Special Members as in c.
  - c. 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.
  - d. Partial Membership:**

Eligible skater who is an Associate Member of Skate Canada and has paid a reduced rate set by the Club. Partial Members are not entitled to vote and may not hold Club office nor represent the Club as a Delegate.
  - e. Honorary Membership:**

The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from dues and shall not have interests in the assets of the Club. Honorary Members are entitled to one vote.
9. The Club or its management or its employees shall not be held 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; and further, every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in Skate Canada Club Liability Insurance Program.

## **OFFICERS**

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10. The Officers of the Club shall be the President, the Vice-President, the Secretary and the Treasurer.

11. The duties of the Officers of the Club shall be as follows:

**a. President:**

The President shall act as the chairman of all meetings of the Board of Directors and members. The President shall ensure the execution of decisions made by the Board of Directors, sign all documents which require signature and shall fulfill all duties inherent to the office and shall have such powers and duties as may be assigned by the Board of Directors. The President shall ensure that the policies of the Board of Directors shall be implemented in the management of the Club.

**b. Vice President:**

The Vice President shall be vested with all powers and shall perform all of the duties of the President in the President's absence or inability or refusal to act.

**c. Secretary:**

The Secretary shall deal with all correspondence subject to the approval of the President or his delegate, shall issue all notices for the Board of Directors or general meetings, shall take minutes at all meetings and shall be responsible for submitting to Skate Canada and Section such reports as are required by Skate Canada rules or other regulations.

**d. Treasurer:**

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any two of the President, the Vice-President, Secretary and the Treasurer.

## **BOARD OF DIRECTORS**

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12. The affairs of the Club shall be managed by a Board of Directors consisting of: the elected Officers of the Club, the Chairman of the Test Committee, a minimum of two members-at-large and the Coaching Representative.

13. A majority of the Board of Directors shall form a quorum.

14. The Board of Directors shall hold office for a two year post and will remain until the close of the meeting at which their successors have duly been elected.

15. The general membership shall elect, at the Annual General Meeting, the required number of Board of Directors and Officers to fill stations being vacated

16. Casual vacancies occurring in the Board of Directors may be filled by members appointed through a majority vote of the Board of Directors, or in the case of the Coaching Representative, by the coaching staff.

17. A general meeting of members, by resolution, of which notice has been given in the notice calling the meeting, may remove any member of the Board of Directors before the expiration of his term of office, and may, by resolution, appoint another member in his or her stead.

18. The Delegate to Skate Canada or alternate 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.
19. The members of the Board of Directors, members and chairmen of committees, and the Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be amateurs with the exception of the Coaching Representative as defined by Skate Canada Rules.
20. A majority of the Board of Directors shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

## **ANNUAL MEETING**

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21. An Annual General Meeting shall be held not later than 30 June. Other general meetings may be held from time to time upon the request of the Executive or upon written request of five percent of the eligible voting members of the Club. A quorum for an Annual General Meeting or Special Meeting shall be fifteen percent of the eligible voting members.

## **ORDER OF BUSINESS**

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22. The order of business at Annual General Meetings or Special Meetings of the Club shall be as follows:
  - i. Minutes of the preceding general meeting / special meeting
  - ii. Confirmation of the actions taken by the Board of Directors
  - iii. Secretary's Report
  - iv. Treasurer's Report
  - v. Other Reports
  - vi. Election of Officers
  - vii. Amendments to the Constitution By-Laws
23. Such order may be changed by the President provided that a majority vote at the meeting is in the affirmative.
24. Fifteen days written notice of the Annual General or Special Meetings of the members shall be given to each eligible voting member. The notice shall include the time and place of the meeting and a summary of all the business to come before the meeting.
25. A proxy statement to all eligible voting members may be distributed at the discretion of the president. Such instruments shall be distributed not less than fifteen days prior to the meeting to which they apply and must be returned to the attention of the President of the Club not less than three days prior to the meeting to which they apply.
26. Voting on Club elections shall be by show of hands and a simple majority shall elect a candidate. Voting on other matters will, as well, be by a show of hands.
27. Voting for Club elections or on any matters pertaining to skating shall be restricted to amateur Club members who are registered as Associate Members of Skate Canada and of legal age and to Special Members of the Club voting on behalf of their 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 child registered through the Club.

## FUNDS

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28. All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Board of Directors.
29. All disbursements of Club funds shall be by cheque or other auditable document.

## APPOINTMENT OF AUDITORS

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30. An audit of financial transactions of the Club shall be at the discretion of the Board of Directors. When required, the audit shall be performed by an Auditor designated by the Board of Directors and then the audited statement shall be made available to the membership of the Club.

## COMMITTEES

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31. The Annual General Meeting of the Board of Directors shall have power to establish such committees as may appear necessary in carrying out the objectives of the Club.
32. The President shall appoint standing committee chairmen who shall be responsible for duties assigned to them. The President shall be ex-officio member of all committees.
33. Standing Committees of the Club are:

- a. **Nominating Committee:**

The nominating committee shall consist of the Board of Directors and any voting Club member (maximum of two) that wishes to be a part of the committee. This committee is responsible for at least a full slate of candidates for election to Club Office and shall present such a slate at the Annual General Meeting for election. Nominations from Club members in good standing will be accepted by the Nominations Committee for inclusion in the elections process. All Nominees must indicate acceptance of their nominations to the Committee in either verbal or written form. All nominations must be complete no later than one month prior to the Annual General Meeting. Nominations from the floor at the Annual Meeting will not be accepted.

- b. **Test Committee:**

This committee will be lead by the Board of Directors Test Chair and shall be responsible for arranging and supervising all test (in consultation with the appointed referees), and obtaining judges for Skate Canada tests and competitions, keeping Club records of tests, preparing test records for forwarding to Skate Canada and for encouragement of potential Skate Canada Judges. In addition, this committee shall assist and promote Judges Schools and Clinics and assist the Section Judges Chairman.

## AMENDMENTS

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34. 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 Board of Directors of the Club. The proposed amendment will be presented to the Annual General Meeting or Special Meeting falling thirty or more days after the date of submission. No amendment to the Constitution or By-Laws of the Club shall be accepted from the floor at any meeting.
35. By-Laws may be enacted or 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 Board of Directors for one calendar year.

36. Any amendment, to be accepted or ratified, must pass by vote a simple majority of those present and eligible to vote at an Annual or General Meeting of the Club.
37. All amendments become effective immediately if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of Skate Canada.

Adopted by the Dufferin-Peel Skating Club on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Signed \_\_\_\_\_  
President Date

Signed \_\_\_\_\_  
Secretary Date