

BY-LAWS

SPOKANE FIGURE SKATING CLUB

(Amended to June 30, 2008)

ARTICLE I

Name, Location and Purpose

- Section I The name of this organization shall be "The Spokane Figure Skating Club." For designation purposes this name may be abbreviated to read "SFSC." The club was incorporated under the laws of the State of Washington, 1968.
- Section II The location of the SFSC shall be in or near the greater metropolitan area of Spokane, Washington. The permanent mailing address of the SFSC shall be the home ice or as designated by the Board of Trustees.
- Section III The purpose of the SFSC shall be to promote and organize the activities of its amateur figure skaters in accordance with the current rules and by-laws of the USFSA.
- Section IV The activities of the SFSC fall under the jurisdiction of USFSA and lie within the geographical area designated as the "Pacific Coast Section." Members of the SFSC participating in skating activities sanctioned by the USFSA will represent the Northwest Pacific Region of the Pacific Coast Section.
- Section V The fiscal year of the club shall be from July 1 through June 30.

ARTICLE II

Management

- Section I The entire management of the SFSC, its business affairs, assets, and properties are vested in a Board of Trustees consisting of five to nine (5-9) members and not vested in its membership. All property shall belong to the club as a whole and no member or officer shall have any transferable or severable interest or any right to a proportion of the assets. The Board of Trustees shall be referred to herein as the Board.

- Section II All decisions of the Board shall be by a majority vote of the Trustees present. A majority of the Board shall be necessary for a quorum five (5) except in expulsion proceedings when a quorum shall be seven (7). Vacancies on the Board shall be filled by the Board, the appointee to hold office until the next general election, at which time a successor shall be elected by the members for the unexpired term of office.
- Section III All Trustees shall be elected at a general meeting of the membership. The Trustees shall be elected for a three-year term, so that the term of office of three Trustees shall expire each year. Nominations for a Trustee may be made by a nominating committee appointed by the President or nominations may be made from the floor by SFSC members as defined in ARTICLE VI, Section III.
- Section IV The Board shall have power to remove, suspend or reprimand a Trustee, officer, or member for cause. Removal shall be made in accordance with the rules of the USFSA covering such action.
- Section V The Board shall have power to make, alter or amend Club rules and determine initiation fees and Club dues and fix the time for their payment.

ARTICLE III

Officers

- Section I The officers of the SFSC shall be a President, a Vice President, a Secretary, and a Treasurer, to be elected by the Board of Trustees from their own number each year.
- Section II Elections of officers shall be conducted by the Board within 30 days of the last general meeting of each fiscal year.

ARTICLE IV

Duties of Officers

- Section I The President shall preside at all meetings of the Club and the Board of Trustees. He shall call special meetings under the By-Laws. The President shall appoint or remove the chairman and members of all regular committees (ARTICLE V) with the approval of the Board. The President shall supervise the work of the Club, and, upon approval of the Board, shall, with the Secretary, sign all agreements and contracts made the Club.
- Section II The President shall perform all other duties as properly may be required of him by the board, and enforce the rules approved by the Board and appoint or hire employees and servants not otherwise herein provided for; he shall make annual reports to the directors and members.

- Section III The Secretary shall keep records of all meetings, the names and addresses of all members, conduct necessary correspondence, send out notices, keep the seal and sign necessary agreements of the Club with the President.
- Section IV The Treasurer shall have custody of all monies belonging to the Club, collect subscriptions and money due, deposit them in a bank or trust company in the name of the Club, prepare statements of receipts and expenditures, submit them at meetings of the Club, and shall furnish a bond for faithful performance of duties and the proper accounting of all funds.
- Section V The Vice President shall perform the duties of the President in the absence of that officer and serve in place of the President, if necessary, until the next election.
- Section VI No salaries or compensation shall be paid any officer of the Club, except when specifically provided for by action of the Board.

ARTICLE V

The President and the Board of Trustees, as described in ARTICLE IV, Section I, will appoint one of its own members or any qualified person as chairman of the following committees:

- Section I **TEST AND JUDGES.** The chairperson of the committee shall have charge of all testing and judging activities. It will be the chairman's duty to obtain committee members, delegate responsibility, and handle all funds associated with testing and judging. The committee shall be responsible for obtaining judges for testing and prescribe rules and regulations, and be final arbiter of all tests and competitions. An accounting of all financial transactions must be made to the Club treasurer on a regular basis. The chairperson will also be responsible for maintaining records, reporting, and obtaining awards.
- Section II **MEMBERSHIP AND PUBLICITY.** This committee shall solicit and encourage membership and prepare news information for press and other media. Membership is open to all legal residence of the U.S. and the SFSC does not discriminate on the basis of race, creed, religion, or national origin. Competitors in the figure skating must comply with MR 8.04 and CR 8.01(C). It shall also present membership problems and grievances to the Board for its consideration and resolution.
- Section III **PUBLICATIONS.** The primary objective of this committee will be to publish a regular newsletter to inform the membership of past, current, and future Club activities. This committee will also prepare, publish, and edit materials for the education and benefit of its members as necessary.
- Section IV **ICE SHOWS AND SKATING EXHIBITIONS.** This committee shall have charge of any ice shows or skating exhibitions, their conduct, and all arrangements therefore.

- Section V COMPETITION. This committee will be in charge of all sanctioned competitions sponsored by the SFSC. Primary responsibility will be the annual Spokane Figure Skating Club freestyle competition. This competition will be held during the month of March, unless otherwise determined by the Board.
- Section VI RECEPTIONS AND SOCIAL. This committee shall have charge of the Club's social activities, arrange such gatherings as are planned, and receive and arrange for the entertainment of Club guests.
- Section VII FINANCE. This committee will consider ways and means of raising money, promoting a booster club and sponsoring skaters for the benefit of the SFSC. This committee will preferably be chaired by the current Club treasurer; however, any qualified member may be appointed by the Board.
- Section VIII PROFESSIONALS, NATIONAL ASSOCIATION, AND CLUB SESSIONS. This committee shall consist of Board members only and will be delegated as necessary. The responsibilities will be to assist in the selection of SFSC Professionals, act as an intermediary between the Club and the National Association, and organize club sessions that are conducted in a proper manner beneficial to all its skaters.

ARTICLE VI

Membership

- Section I Membership in the SFSC is only for amateur skaters or others who qualify under the amateur status rules of the USFSA. Membership is subject to approval by the Board of Trustees.
- Section II The SFSC shall maintain annual membership in the USFSA. Upon payment of annual dues, as prescribed by the Board, membership will be in both organizations.
- Section III The SFSC membership shall be composed of junior and senior sections. Junior skaters will be those who have not yet graduated from high school or who are less than 18 years of age. Junior members shall have no voting privileges during the general membership meetings; however, such voting rights are hereby subscribed to their parents or legal guardians. (This shall be interpreted to mean that one parent or guardian will have one vote for junior members in the immediate family.) Seniors shall consist of those who have a high school diploma or are 18 years of age or older. Senior members have full voting privileges in all general membership meetings; however, parents or legal guardians of senior skaters do not have any voting privileges unless they are also members in good standing.
- Section IV An associate membership will be required of all non-members wishing to skate on designated Club sessions. Such non-members must be members in good standing with another ice skating club sanctioned by the USFSA or the CFSA. Setting of fees and approval of associate membership will be the responsibility of the Board.

Section V It will be the duty of the Board to elect qualified persons for honorary membership in the SFSC.

ARTICLE VII

Amendments

Section I These By-Laws may be amended at any regular or special meeting of the members, but the Secretary, at least two weeks prior to such meetings, shall send written notice or have published a notice in the Club newsletter the time and place of such a meeting, setting forth the intention to amend. These By-Laws may be amended by a two-thirds vote of the regular members represented in person or by proxy.

ARTICLE VIII

Meetings

Section I The SFSC shall hold a minimum of one general meeting, to occur during the spring of each skating season, for the proposed election of Board members for the next skating year.

Section II The SFSC Board shall hold a minimum of five meetings each year for the purpose of coordinating the activities of its skaters and conducting other Club business.

Section III Members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section IV Any action which could be taken at a meeting of the Board may be taken without a meeting if a written consent setting forth the action so taken is signed by each of the Trustees. Such written consents may be signed in two or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. Any such written consent shall be inserted in the minute book as if it were the minutes of a Board meeting.

Section V Election of Board members shall occur during the Spring General meeting. The general membership will be notified by the Secretary not less than two weeks prior to such meeting of the nominating committee's nominees. A quorum at this meeting shall consist of 10% of members having the right to vote or no less than five (5) if total membership is less than 50 (as per MR 6.03, USFS 2005 Rulebook). Members may be represented in person or by proxy.

ARTICLE IX

Rules of Order

Section I *Roberts Rules of Order, Newly Revised*, shall govern the Parliamentary Procedure of all deliberations of the Club.

ARTICLE X

Conflict Resolution

Section I Complaints between or among SFSC members with regards to by-Laws or rules other than skating rules will be resolved by SFSC Board Members, or by a hearing panel appointed by the Board, and will consist of three members who are not a party to the complaint. The nature of the complaint must be submitted in writing to any board member and must include names, addresses, telephone and/or e-mail contact information of all persons involved. The Board will have 14 days to conduct a preliminary investigation and notify the complainant if a hearing is warranted. The complaint will be heard or considered at its next regularly scheduled meeting. The resolution adopted by the Board or hearing panel will be mailed to the parties involved within 14 days. The decision of the board or hearing panel is final and will be recorded by the club secretary. Every effort will be made to keep the complaint confidential within the parties involved.