

## BYLAWS

### THE SPOKANE FIGURE SKATING CLUB

(Amended May 25, 2011)

#### ARTICLE I

##### Name, Location and Purpose

- Section I The name of this organization shall be "The Spokane Figure Skating Club" (the "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 SFSC shall be in or near the greater metropolitan area of Spokane, Washington. The permanent mailing address of SFSC shall be the home ice or as designated by the Board of Directors.
- Section III The purpose of SFSC shall be to promote and organize the activities of its amateur figure skaters in accordance with the current rules and bylaws of The United States Figure Skating Association ("U.S. Figure Skating").
- Section IV The activities of SFSC fall under the jurisdiction of U.S. Figure Skating and lie within the geographical area designated as the "Pacific Coast Section." Members of SFSC participating in skating activities sanctioned by U.S. Figure Skating 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 SFSC, its business affairs, assets, and properties are vested in a Board of Directors 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 Director shall have any transferable or severable interest or any right to a proportion of the assets. The Board of Directors shall be referred to herein as the Board.

- Section II All decisions of the Board shall be by a majority vote of the Directors present at a meeting at which there is a quorum. A majority of the Board shall be necessary for a quorum except in those instances in which a greater percentage is required by these bylaws or by law. 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 Directors. 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 III All Directors shall be elected at a general meeting of the membership in accordance with ARTICLE VIII, Section V of these bylaws. The Directors shall be elected for a three-year term, so that the term of office of three Directors shall expire each year. Nominations for a Director 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 Vacancies on the Board by reason of death, resignation, removal or otherwise shall be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of 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 V Any Director may be removed from office for cause by a ballot vote of two-thirds of the Directors then in office, at a special meeting called for that purpose. The Director under consideration of removal shall not vote. The Director shall be provided a copy of the charges against him at least ten (10) days in advance of the special meeting. The Director shall be given the opportunity at the meeting to defend himself against the charges.
- Section VI Any Director may resign at any time by delivering written notice to the President or the Secretary, or by giving oral or written notice at any meeting of the Board. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

### ARTICLE III

#### Officers

- Section I The officers of SFSC shall be a President, a Vice President, a Secretary, and a Treasurer, to be elected by the Board of Directors 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 Directors. He shall call special meetings under the bylaws (ARTICLE VIII, Section III). The President shall appoint or remove the chair and members of all regular committees (ARTICLE V) with the approval of the Board. The President shall supervise the work of the Club, enforce the rules approved by the Board and, upon approval of the Board shall, with the Secretary, sign all agreements and contracts made by the Club.
- Section II The President shall also have such other powers and shall perform such other duties as may be assigned to the President by the Board. He shall make annual reports to the Board 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 and contracts 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

### Committees

The Club may have the following Regular Committees, each of which shall be chaired by a Director, Officer, or Member, and consist of Club members appointed by the President with the approval of the Board of Directors (ARTICLE IV, Section I):

- Section I TEST AND JUDGES. The chair of the committee shall have charge of all testing and judging activities 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 chair will also be responsible for maintaining records, reporting, and obtaining awards.

- Section II MEMBERSHIP. This committee shall solicit and encourage membership and disseminate information, as needed, to Club members. It shall also present membership problems and grievances to the Board for its consideration and resolution.
- Section III PUBLICATIONS AND PUBLICITY. 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, and prepare news information for press and other media.
- 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 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 SFSC. This committee will preferably be chaired by the current Club treasurer; however, any qualified member may be appointed by the President.
- Section VIII PROFESSIONALS AND U.S. FIGURE SKATING. This committee shall consist of Board members only and will be delegated as necessary. Its responsibilities will be to assist in the selection of SFSC Professionals and act as an intermediary between the Club and U.S. Figure Skating.

## ARTICLE VI

### Membership

- Section I Membership in SFSC is only for skaters or others who qualify under the rules of U.S. Figure Skating. Membership is open to all legal residents of the U.S., and SFSC does not discriminate on the basis of race, creed, religion, or national origin. Competitors in figure skating must comply with MR 8.05 (*Official U.S. Figure Skating Rulebook*<sup>1</sup>) and CR 8.01 (*Official U.S. Figure Skating Rulebook*). Membership is subject to approval by the Board of Directors.
- Section II SFSC shall maintain annual membership in U.S. Figure Skating. The Board will set the fees due for all membership types. Upon payment of annual dues, as

prescribed by the Board, membership will be in both organizations for home club members.

- Section III SFSC membership shall be composed of junior and senior sections. Junior skaters will be those who have not attained the age of 18 by the beginning of the fiscal year of such membership. 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 attained the age of 18 by the beginning of the fiscal year of such membership. 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 A second club membership will be required of all those wishing to skate on designated Club sessions. Such second club members must be members in good standing with another ice skating club sanctioned by U.S. Figure Skating or Skate Canada. A second club member shall have all the rights and privileges in the Club except that they shall not be eligible to hold office, be a member of the Board, or be entitled to vote. The Board may temporarily waive the second club membership requirement, as needed, due to special circumstances.
- Section V A Collegiate Membership shall be a special rate package offered to college students through U.S. Figure Skating, which grants the same privileges as a home club membership for a consecutive 4-year period. Additional club fees, determined by the Board, may apply. This option may only be used once.
- Section VI It will be the duty of the Board to elect any persons deemed worthy for honorary membership in SFSC; such members shall be exempt from payment of dues.
- Section VII A member of SFSC may be suspended or expelled for a period of time as determined by a two-thirds vote of the Board for violations of the bylaws, the *Official U.S. Figure Skating Rulebook*, failure to remit dues, or conduct deemed improper or which the Board believes endangers the welfare of the Club. The member shall have the opportunity to appear in a scheduled hearing before the Board with one witness to oppose such suspension or expulsion. A suspended member shall not have the right to participate in Club activities or elections until fully reinstated by the Board. A former member may be reinstated for membership upon written application filed with the Membership Chair, which notice shall be presented to the Board by the Membership Chair, and upon a two-thirds vote of the Board. Any member may withdraw from SFSC by giving written notice to the Membership Chair. A resignation of any member shall not relieve the member of the obligation to pay all outstanding dues, assessments or other charges theretofore accrued and unpaid. Dues will not be refunded.
- Section VIII The privilege of teaching Club members for compensation during Club sessions may be granted by the Board upon request. Once a coach has been approved by the Board to teach Club members, said coach is required to join SFSC as either a

home club or second club member. All coaches must be in compliance with U.S. Figure Skating requirements for coaches, and adhere to the PSA *Code of Ethics*.

## ARTICLE VII

### Amendments

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

## ARTICLE VIII

### Meetings

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

Section II The 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. Notice of the meeting, stating the place, day and hour, shall be given to each Director at least three (3) days prior to the meeting either in person, by telephone, or by means of an electronic communication. If meetings are scheduled on a regular basis and the date and place of any such meeting is announced at a prior regularly scheduled meeting, no additional notice shall be necessary.

Section III Special Meetings of the Board may be called by the President, and shall be called by the Secretary upon written request of any two Directors and held at such time as they may reasonably request. Notice of any special meeting shall state the time and place of such meeting, and the purpose for which the meeting is called and any business to be transacted therein.

Section IV 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 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, *Official U.S. Figure Skating 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 bylaws 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 Secretary. Every effort will be made to keep the complaint confidential within the parties involved.

## BYLAWS CERTIFICATE

The undersigned certifies that he/she is the Secretary of The Spokane Figure Skating Club and that he/she is authorized to execute this certificate on behalf of said Club and the foregoing is a complete and correct copy of the presently effective bylaws of the Club.

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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<sup>i</sup> All references made herein are to the 2011 *Official U.S. Figure Skating Rulebook* and its subsequent publications.