
Club Name: Crowfoot Skating Club

Board Approved: July 17th, 2018

BYLAWS OF THE

Crowfoot Skating Club

4000036

Name of Club

Club Number

Date of Incorporation

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be Crowfoot Skating Club hereinafter called the “**Club**”.

ARTICLE 2: SKATE CANADA

- (a) The Club is a not-for-profit figure skating or skating 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 figure skating or skating programs for Skate Canada members.
- (b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time 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.

ARTICLE 3: DEFINITIONS

- (a) “**AGLC**” means the Alberta Gaming and Liquor Commission;
- (b) “**Annual Meeting**” means the annual meeting of the Individual Members, Active Members and Special Members of the Club;
- (c) “**Registered Professional Coaches in Good Standing**” has the meaning ascribed to it in the Skate Canada Bylaws;
- (d) “**Registrant**” has the meaning ascribed to it in the Skate Canada Bylaws; and
- (e) “**Special Meeting**” means a meeting of any class or classes of members.

ARTICLE 4: PURPOSE OF THE CLUB

- (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, regulations, 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 programs.
- (e) Only Skate Canada Registered Professional Coaches in Good Standing are permitted to teach programs in the Club.

ARTICLE 5: 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 and regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing the Club has precedence over any inconsistent Skate Canada Bylaw relating to the Club.

BYLAWS OF THE CROWFOOT SKATING 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 eligible skaters' membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within fourteen (14) days of the date set for payment. Members in arrears are not in good standing.

Bylaw 5: Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, September 1st, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, August 31st.

Bylaw 6: Suspension and Expulsion from the Club

The Board of Directors may suspend or expel a member of the Club for acting contrary to the Bylaws, rules and regulations of Skate Canada or of the Club. The Club Board of Directors shall develop a suspension and expulsion policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures.

Bylaw 7: Classes of Club Membership

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

- **Individual Member:** A non -skating member who has paid the fees as set by the Club and who is a Registrant of Skate Canada. An Individual Member of the legal age of eighteen (18) shall be entitled to one vote at each Annual Meeting and/or Special Meeting of the Club.
- **Active Member:** An eligible skater who participates in the Club STARSkate Program, is in good standing, and is a Registrant of Skate Canada. An Active Member of the legal age of eighteen (18) shall be entitled to one vote at each Annual Meeting and/or Special Meeting of the Club. An Active Member under the age of eighteen (18) cannot vote at meetings of the Club but may be represented by a Special Member.
- **Special Member:** A parent or guardian of an Active Member who is under the age of eighteen (18).
- **Partial Member:** An eligible skater of Skate Canada through another club and who has paid a reduced fee as set by the Club. A Partial Member cannot vote at meetings of the Club or hold a position on the Board of Directors of the Club.
- **Honorary Member:** 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 cannot vote at meetings of the Club unless otherwise qualified. An Honorary Member may have a voice at meetings of the Club.
- **Restricted Non-Voting Member:** A Restricted Non-Voting Member is an individual who is a paid employee (of the Club, Section or Skate Canada), a non-active coach, a performing professional skater, a professional dance partner. A Restricted Non-Voting Member is not permitted to hold a position on the Board of Directors and may not vote at meetings of the Club.
- **Active Non-Voting Member:** An eligible skater that participates in the Club CanSkate programs, has paid the fees as set by the Club and is a Registrant of Skate Canada. An Active Non-Voting Member cannot vote at meetings of the Club or hold a position on the Board of Directors.

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 Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and chairs of committees, the Club delegate to Skate Canada and Region Council must be members in good standing of the Club, be a Registrant of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative(s)) as defined by Skate Canada Rules.

Bylaw 10: General Management of the Club

General Management of the Club

- (a) The general management of the Club shall be vested in a Board of Directors consisting of a:
- President
 - Vice-President
 - Secretary
 - Treasurer
 - Membership Chair
 - Test Chair
 - Four Directors at Large (One of which is the immediate Past President if available)
 - Coaching Representative(s) (If there is more than one coach representative it reduces the number of director at large positions accordingly)
- (b) There will be a maximum of eleven (11) members on the Board of Directors and a minimum of three (3). Mandatory positions are President, Membership Chair, and Treasurer. All of the above, with the exception of the Past President and the Coaching Representative(s) shall be elected for two (2) year terms at the Annual Meeting. The President, Membership Chair, Secretary and two Directors at large shall be elected in even numbered years and the Vice-President, Treasurer, Test Chair and the remaining two Directors at large shall be elected in odd numbered years. The Coach Representative(s) shall serve on a yearly basis. This election cycle will be followed to the extent it is reasonably possible.
- (c) A minimum of one (1) and maximum of three (3) coach representative(s) from the head STARSkate coaches will sit as voting members of the Board of Directors annually. Such coach representative(s) shall be elected by and from within the Club's STARSkate coaches. If the club has an AGLC license, the coach representative(s) may be a non-coaching individual(s) as selected by the head STARSkate coaches to represent them on the Board of Directors and to have a vote.

In years with one (1) coaching representative, such coaching representative shall be elected as per Skate Canada Bylaws. The President or Vice-President shall be notified, in writing, one (1) week before the Annual Meeting of the elected coach representative for the upcoming year.

Bylaw 11: Holding of Board of Directors Office

- (a) All members of the Board of Directors shall be eligible persons and shall be of legal age (18 years). They must be members in good standing with the Club and be an Individual Member, Active Member or Special Member of the Club.
- (b) A member appointed or elected as a member of the Board of Directors becomes a member of the Board of Directors if they were present at the meeting when appointed or elected and did not refuse the appointment. Such member may also become a member of the Board of Directors if they were not present at the meeting but consented in writing to act as a member of the Board of Directors before the appointment or election or within ten (10) days after the appointment or election, or if they acted as a member of the Board of Directors pursuant to the appointment or election.
- (c) The Board of Directors shall hold office until the close of the Annual Meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the 2/3 majority vote of the Individual Members, Active Members or Special Members at a Special Meeting duly called for that purpose.
- (d) Any Member of the Board of Directors, upon a majority vote of the Individual Members, Active Members or Special Members of the Club, may be removed from office for any cause which the Club may deem reasonable.
- (e) Members of the Board of Directors shall not receive any remuneration from the Club as a result of their position on the Board of Directors.

Bylaw 12: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus one (1) members of the Board of Directors.

Motions 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 therefore pass or defeat the motion.

Bylaw 13: Board of Directors Vacancies

A vacancy on the Board of Directors occurring between any Annual Meeting of the Club, may be filled, until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the coaching representative(s), by the STARSkate coaches.

Bylaw 14: Board of Directors Member Absenteeism

If a member of the Board of Directors is absent for more than three (3) consecutive scheduled meetings of the Board of Directors, 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: Role of President and Past-President

- (a) The President shall act as chair of all Board of Directors meetings, the Annual Meeting and all Special Meetings. If the President is absent, the Vice-President will fill this duty. In the absence of both the President and Vice-President, a chairperson may be elected at the meeting to preside.
- (b) The Person who served as President immediately prior to the current President will, if he or she consents, continue as a Director at Large and will be the Past-President, to a maximum of four (4) years as Past-President or until a new Past-President arises in the same manner, whichever occurs first.
- (c) The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence of the President or the inability or refusal to act by the President. The Vice-President shall perform such other duties as may from time to time be assigned to him/her by the Board of Directors.

Bylaw 16: Role of 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. .

Bylaw 17: Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or Vice-President, shall issue all notices for meetings of the Board of Directors, the Annual Meeting of the Club or Special Meetings of the Club, 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 regulations. In the absence of the Secretary from any meetings, the duties of the Secretary shall be assumed by another member of the Board of Directors.

The Secretary shall have charge of the seal of the Club which whenever used shall be authenticated by the signature of the Secretary and the President, or in the case of the inability of either to act, by the Vice-President.

Bylaw 18: Role of Membership Chair

The Membership Chair will be responsible for promoting and developing membership in the Club, managing registration of Club members and for ensuring submission of Club and member registrations to Skate Canada.

Bylaw 19: Role of Test Chair

The Test Chair will organize and manage Club and centralized test days. The Test Chair will maintain and submit all skaters' records as required.

Bylaw 20: Role of Director's at Large

Miscellaneous duties as designated by the Board of Directors.

Bylaw 21: Committees – President as Ex-Officio Member

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

Bylaw 22: Committees - Appointment

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 23: Committees - Eligibility to Serve

All members of committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing with the Club and be an Individual Member, Active Member or Special Member of the Club.

Bylaw 24: Rules of Order

Rules of order for all meetings of the Board of Directors, Annual Meeting or Special Meetings shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the Bylaws of the Club.

Bylaw 25: Skate Canada Club Delegate

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.

CLUB MEETINGS

Bylaw 26: Timing, Quorum, Special Meeting Request

An Annual Meeting shall be held between January 1st and April 30th each year.

A Special Meeting may be held from time to time upon the request of the Board of Directors or upon the written request of five (5) members of the Club who are an Individual Member, Active Member and/or Special Member. A quorum for an Annual Meeting or Special Meeting shall be ten (10) per cent of the eligible voting members.

Bylaw 27: Written Notice

(a) Written notice of the Annual Meeting and all Special Meetings shall be provided thirty (30) days in advance to each eligible voting member. The notice will be

issued to the last known email address provided by 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.

- (b) Meetings of the Board of Directors shall be held as often as may be required, but at least once every three months and shall be called by the President. Any two members of the Board of Directors may request a meeting of the Board of Directors provided they submit a request to the President, in writing, to call such meeting and state the business to be brought before the meeting. Written notice of meetings of the Board of Directors shall be provided seven (7) days in advance to each member of the Board of Directors. The notice will be issued to the last known email address and shall include the time and place of the meeting and the agenda.
- (c) A meeting of the Board of Directors may be held without notice if a quorum of the Board of Directors is present, provided however, that any motions at such meeting shall be ratified at the next regularly scheduled meeting of the Board of Directors or such motions may be ratified by a vote conducted via email to all members of the Board of Directors.

Bylaw 28: Voting at Club Meetings

- (a) For an election during an Annual Meeting or a Special Meeting, where there is a single person nominated for each vacant position or where the number of candidates is less than the number of vacant positions, the candidates are deemed to be elected as a slate by acclamation, provided that if there is an objection to acclamation, a majority vote by show of hands will be required to elect the slate.
- (b) For an election during an Annual Meeting or a Special Meeting where there are more candidates than vacant positions, election will be by secret ballot with the name of each duly nominated candidate appearing individually on the ballot. Candidates will be deemed to be elected in order of those candidates receiving the most votes.
- (c) Voting on other matters may be by a show of hands or by a secret ballot as determined by the President.

Bylaw 29: Eligibility to Vote

Voting for Club elections or on any matters pertaining to Club activities shall be restricted to Individual Members, Active Members or Special Members, who are Registrants of Skate Canada and who are eighteen (18) years of age and to the Club coaching representative(s).

A Special Member shall be restricted to one vote per family regardless of how many children in the family are Active Members of the Club.

Bylaw 30: Order of Business

The order of business at an Annual Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding Annual Meeting
- President's Report
- Confirmation of the actions taken by the Board of Directors
- Membership Chair's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Club Bylaws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

Bylaw 31: 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 at the Annual Meeting or Special Meeting. All amendments must be submitted at least sixty (60) days before the respective meeting. No amendment to the Bylaws of the Club shall be accepted from the floor at any meeting.

Bylaw 32: Interim Amendments

Bylaws may be enacted or amended by a majority vote (50% plus one (1)) of the Board of Directors whenever required. Such Bylaws or amendments must be presented at an Annual Meeting or Special Meeting of the Club for ratification by the members to be called within ninety (90) days of the vote by the Board of Directors. If the amendments to the Bylaws fail to be ratified, the amended Bylaws will cease to be effective and may not be re-enacted by the Board of Directors for one (1) calendar year.

Bylaw 33: Voting of Bylaw Amendments

Any Bylaw amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual Meeting or Special Meeting of the Club.

Bylaw 34: Effective Force of Amendments to Bylaws

All amendments to the Bylaws upon receiving approval at an Annual Meeting or Special Meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same. All such Bylaw amendments shall be submitted to Skate Canada: Alberta-NWT/Nunavut Section Office. Skate Canada and the Alberta-NWT/Nunavut Section reserve the right of refusal of any Bylaw

amendment. Such refusal shall only be made if the intent of such Bylaw amendment is to violate, in principle or spirit, any Skate Canada Bylaw, rules or regulations.

FUNDS

Bylaw 35: Deposit of Funds

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 36: Disbursement of Funds

All disbursements of Club funds shall be made by cheque or other auditable document.

Bylaw 37: Review of Financial Statements and Club Records

The books, accounts and records of the Secretary and Treasurer shall be reviewed at least once each year by a duly qualified accountant or by two members of the Club elected for that purpose at the Annual Meeting (“**Reviewers**”). A complete and proper statement of the standing of the books for the previous year shall be submitted by the Reviewers at the Annual Meeting of the Club. The fiscal year end of the Club in each year shall be August 31.

The books and records of the Club may be inspected by any Individual Member, Special Member or Active Member of the Club at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Board of Directors shall at all times have access to the books and records of the Club.

Bylaw 38: Borrowing Powers

For the purpose of carrying out Club activities, 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 only be exercised under the authority of the Club, and in no case shall debentures be issued without the sanction of a special resolution of the Club.

DISSOLUTION

Bylaw 38: Dissolution

In the event that the Club ceases to exist, after all liabilities have been paid, the remaining funds shall be donated to Skate Canada except for any gaming funds which will be donated to a charitable or religious organization (voted on by the Board of Directors) which meets the criteria set forth by the AGCL.

COMMITTEES

Bylaw 39: Committees

Committees may be formed as determined by the Club Board of Directors. Terms of reference for each committee shall be approved by the Club Board of Directors.

