

---

**Club Name: Crowfoot Skating Club**

**Incorporation Date: November 21, 2018**

**Bylaw Revision Date: September 1, 2024**

## BYLAWS OF THE

Crowfoot Skating Club  
Name of Club

4000036  
Club Number

November 21, 2018  
Date of Incorporation

September 1, 2024  
Date of Revision to Bylaws

### 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) “**Skate Canada**” Skate Canada – Patinage Canada, incorporated or continued under the laws of Canada and recognized as a National Sport Organization;
- (d) “**Skate Canada: Alberta – NWT/Nunavut Section**” Skate Canada: Alberta – NWT/Nunavut , incorporated or continued under the Alberta Societies Act, referred to as Skate AB|NT|NU or the Section and recognized as the Provincial Sport Organization for Skate Canada programming;

- (e) **“Skate Canada Coach”** A skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate Canada sanctioned Clubs and Skating Schools, both on and off ice. These individuals shall have registered, provided full payment and have met all professional coach registration requirements as set annually by Skate Canada;
- (f) **“Member”** Each entity or individual that meets the requirements of any of the Member classes as defined;
- (g) **“Registrant”** Includes an individual who is registered by a Club with Skate Canada and who is subject to all rules, regulations and policies of Skate Canada;
- (h) **“Special Meeting”** means a meeting of any class or classes of members.

#### **ARTICLE 4: 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.

### **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**

#### **Safe Sport Reporting and Resolution Framework**

The Club Board shall develop a policy and procedure to handle general disputes within the club which contains a provision for suspending or expelling of any member of the Club in accordance with the Skate Canada Safe Sport Reporting and Resolution Framework.

This policy and procedure 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

## **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 a Club Skating 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.
- **Special Member:** Any parent or guardian of an Active Member(s) who are under the age of eighteen (18).
- **Partial Member:** An eligible skater who is a registrant of Skate Canada through another Home 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.

## **LIABILITY**

### **Bylaw 8: Liability**

The Club shall not be responsible for any damages, illness, injury, or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss, illness 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 as defined by Skate Canada Rules. No member of the Board of Directors and Committees shall receive compensation for their role(s) or service(s) to the Club.

## **Bylaw 10: Club Operations**

The Club, with regard to any aspect of its operation, is to be managed and operated by a volunteer Board of Directors, who are registrants of Skate Canada with the specific purposes:

- (a) To operate only Skate Canada programming to its members
- (b) To maintain membership in good standing with Skate Canada and the Skate Canada: Alberta – NWT/Nunavut section.
- (c) To encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the rules, policies, and procedures of Skate Canada.
- (d) To 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.

Only Skate Canada Coaches are permitted to provide figure skating and skating programs.

## **Bylaw 11: 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
  - Assessment 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) Positions of President, Vice-President, Secretary and Treasurer shall not be related.
- (c) There will be a maximum of eleven (11) members on the Board of Directors and a minimum of five (5). 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, Assessment 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.

- (d) A minimum of one (1) and maximum of three (3) coach representative(s) from the head STARSkate coaches will sit as advisory members of the Board of Directors annually. Such coach representative(s) may act in an advisory capacity only, but are not eligible to vote. The coach representative(s) may be a non-coaching individual as selected by the STARSkate coaches. This individual(s) will be elected by and from within the Club's STARSkate coaches to represent them on the Board of Directors. 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 12: Holding of Board of Directors Office**

- (a) The executive is democratically elected from the volunteer membership who reside in Alberta. If so required, a maximum of 25% of the executive members may be appointed.
- (b) 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. Each of these members has the right to run for elected office.
- (c) 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.
- (d) 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 75% majority vote of the Individual Members, Active Members or Special Members at a Special Meeting duly called for that purpose.
- (e) 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.
- (f) 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 13: 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 14: 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 15: 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 16: 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 three (3) 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 17: 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. The Treasurer shall arrange for a review of the annual financial statements by such person as designated by the Board of Directors. Any two (2) of the President, the Vice-President, Membership Chair and the Treasurer shall sign all cheques and legal documents.

**Bylaw 18: 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 19: 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 20: Role of Assessment Chair**

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

**Bylaw 21: Role of Directors at Large**

Miscellaneous duties as designated by the Board of Directors.

**Bylaw 22: Committees – President as Ex-Officio Member**

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

**Bylaw 23: 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 24: 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 25: Rules of Order**

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

**Bylaw 26: 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 27: Timing, Quorum, Special Meeting Request**

An Annual Meeting shall be held between January 1<sup>st</sup> and April 30<sup>th</sup> 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 28: 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 29: 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 30: 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 or older. Each member has one vote; no class of membership has the right to more than one vote. For example, a Special Member shall be restricted to one vote regardless of how many children in the family are Active Members of the Club.

### **Bylaw 31: 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 32: 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 33: Voting of Bylaw Amendments**

Club Bylaws may be rescinded, altered or amended by a Special Resolution. Such amendments to the Bylaws must be presented by way of a Special Resolution at an Annual Meeting or Special Meeting of the Club for ratification by the members. Such Annual Meeting or Special Meeting shall be called within ninety (90) days of the decision by the Board of Directors to propose an amendment to the Club Bylaws. If the amendments to the Club 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.

A Special Resolution is:

- (a) a resolution passed
  - (i) at an Annual Meeting or Special Meeting of which not less than twenty one (21) days' notice specifying the intention to propose the resolution has been duly given to members; and
  - (ii) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy; OR
- (b) a resolution proposed and passed as a special resolution at an Annual Meeting or Special Meeting of which less than twenty one (21) days' notice has been given, if all the members entitled to attend and vote at the Annual Meeting or Special Meeting so agree; OR
- (c) a resolution consented to in writing by all the members who would have been entitled at an Annual Meeting or Special Meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

**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 audited 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 ("**Auditors**"). A complete and proper statement of the standing of the books for the previous year shall be submitted by the Auditors 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 39: 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 AGLC.

## **COMMITTEES**

### **Bylaw 40: 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.

Adopted by: Crowfoot Skating Club

(Club Name)

on 27 of October 2024  
(day) (month) (year)

Signed

(President)



2024 Nov 07  
(Date)

Signed

(Club Board Director)



2024 Nov 07  
(Date)

Signed

(Club Board Director)



2024 Nov 07  
(Date)

Signed

(Club Board Director)



2024 Oct 27  
(Date)

Crowfoot Skating Club

Name: <u>Alana Meisner</u> Title: <u>President</u>	Address: <u>712 Tuscan Springs Blvd NW</u> <u>Calgary AB T2L 2W5</u>
Name: <u>Elena Devenets</u> Title: <u>Treasurer</u>	Address: <u>125 Evansridge Pl NW</u> <u>Calgary AB T3P 0L5</u>
Name: <u>Barb McLean-Stollery</u> Title: <u>Assessment Chair</u>	Address: <u>112 Hawkstone Ct NW</u> <u>Calgary AB T3G 3P3</u>
Name: <u>Jackie Orosz</u> Title: <u>Casino Chair</u>	Address: <u>74 Royal Oak Grove NW</u> <u>Calgary, AB T3G 5P3</u>