

Verner Figure Skating Club

Constitution and By-laws

CONSTITUTION OF THE VERNER FIGURE SKATING CLUB

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be Verner Figure Skating Club (also known as V.S.C.) hereinafter called the Club.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit 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 By-laws, rules and regulations.
- d) The Club is located in the Municipality of West Nipissing, Province of Ontario, being the Ontario Section of Skate Canada.

ARTICLE 3: 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, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation is to be managed and operated by an elected Board of Directors which members are duly registered as Members 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 provide and operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada registered coaches are permitted to teach figure skating and skating programs in the Club.
- f) Membership in the Club shall be open to anyone irregardless of a person's gender, race, sexual orientation or religion.

ARTICLE 4: BY-LAWS OF THE CLUB

- a) The By-laws, appended to this Constitution, 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 By-laws, Rules and Regulations of Skate Canada and those of Skate Ontario shall take precedence over any Club By-laws.
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and/or Skate Ontario shall be deemed to be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada by-law relating to that Club.

BY-LAWS OF THE

Verner Figure Skating Club

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of gender, sexual orientation, religion, age, creed or colour.

By-law 2: Skate Canada and Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, Skate Ontario, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.

By-law 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.

By-law 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 membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid by the specified payment date. Members in arrears shall be considered as having terminated their club membership and no refund of payments already made shall be provided.

By-law 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.

By-law 6: Suspension and Expulsion from the Club

The Board of Directors may, by written notice, suspend or expel a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada, Skate Ontario or of the Club. The Board of Directors shall give to the individual an explanation for the termination of membership on request. The individual, if they so desire, shall have the right of appeal to the Board of Directors. The Club Board shall develop a suspension and expulsion policy 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.

By-law 7: Classes of Club Membership

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

- **Individual membership:** Non-skating members who have paid the fees as set by the Club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.
- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members.
- **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.
- **Partial Membership:** All eligible skaters who are Associate Members or Restricted Members of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. These members are entitled to ice time for practices only, shall not receive lessons from Club coaches, have no voting rights and may not hold office.
- **Honorary Membership:** 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 shall not vote at meeting of the Club.

LIABILITY

By-law 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

By-law 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, program administrators, and the Club 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 eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

By-law 10: General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of: Immediate Past President, President, Vice-President, Secretary, Treasurer, and Coach Representative. The Club should have a minimum of three (3) and a maximum of seven (7) directors. Each director may hold more than one position if there are not a sufficient number of directors available. There is no limit on the number of volunteers who may participate in the following volunteer positions: Test Co-ordinator, CanSkate Co-ordinator, Fundraising Co-ordinator, Social Media/Publicity Co-ordinator.

All of the above with the exception of the Past President and coaching rep shall be elected annually at an annual meeting.

The coaching representatives shall be elected as per Skate Canada by-laws.

By-law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

By-Law 12: Fee payment

The Club shall pay the fee for Associate Members of Skate Canada for all Board of Directors members.

By-Law 13: Executive Committee

There shall be an Executive committee of the Club consisting of the President, Vice President, Treasurer, and Secretary. The Executive Committee shall oversee the implementation of policies set by the Board of directors and shall oversee the operations of the Club. The Executive Committee shall have the powers of the Board of Directors between meetings and any decision by the Executive Committee in lieu of the Board of Directors must be brought to the next Board of Directors' meeting for ratification. Meetings of the Executive committee shall be at the call of the President at such time and place as members of the Executive Committee shall decide is most convenient. A quorum of the Executive committee shall consist of three members, including the President. A majority vote of those present shall be sufficient to decide any question.

By-law 14: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. Two members of the Executive committee (By-Law 13) shall be present for a quorum.

By-law 15: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.

By-law 16: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, 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.

By-law 17: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty. The President shall chair the finance committee.

By-Law 18: Role of Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of their duties and in the absence of the President, to assume their duties and officiate in their stead. The Vice-President shall become President should that office become vacant for any reason until the next Annual General Meeting. The Vice-President, along with the President, shall liaise with and be responsible for all contracts with the Club's professional coaches. The Vice President, along with the President, in consultation with the Program Administrators and the Board of Directors shall arrange for suitable professional (Skate Canada) coaches for all recreational programs.

By-law 19: 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 is also responsible for arranging for an unaudited annual financial statement. Any two of the President, the Vice-president, Secretary, and the Treasurer shall sign all cheques and legal documents.

By-law 20: Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, 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 other regulations.

By-law 21: Committees - President as ex-officio member

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

By-law 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.

By-law 23: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be Associate Members of the Association.

By-law 24: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of the Association.

By-law 25: Advisory committee

The Past-President may, if required, convene an advisory committee consisting of former Club volunteers to assist in resolving difficult issues, and to provide other advice as required. This committee shall consist of 3 to 5 members and be chaired by the Past-President.

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 26:

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.

ANNUAL GENERAL MEETING

By-law 27: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 90 days of the end of the season. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 50 per cent of the current Board of Directors.

By-law 28: Written Notice

All eligible voting members of the Club shall be notified of all general and annual meetings at least 10 days in advance of the meeting. The notice shall include the time and place of the meeting. At least three (3) days prior to the meeting, the agenda, details of any proposed amendments to these By-Laws, and a complete list of the candidates nominated for elections shall be provided to those members who have confirmed attendance.

By-law 29: Voting on Club Elections

Voting on Club elections and other matters shall be by a paper ballot counted by the Past-President and one other member of the Board of Directors not up for election or shall be by a simple show of hands and a simple majority shall suffice at the discretion of the Past President.

By-law 30: Eligibility to Vote

Voting for club elections or on any matters pertaining to skating shall be restricted to eligible club members who are registered as Associate Members of Skate Canada and are 18 years of age, to the club Coaching representatives, to Special Members of the club voting on behalf of their underage children (who are members of the club and registered as an Associate Member of Skate Canada) and Honourary members. Special Members shall be restricted to one vote per family regardless of how many children are in the family.

By-law 31: Order of Business

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

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

By-law 32: Right to Submit, Process for Submitting

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 Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 7 days before the respective meeting. Any amendments to the Constitution or By-laws of the Club presented from the floor shall only be accepted at the discretion of the President.

By-law 33: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the members. 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.

By-law 34: Voting of Amendments

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

By-law 35: Effective Force of Amendments to By-laws

All amendments to the By-laws upon receiving approval of any general or special meeting of members shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Ontario. Skate Ontario reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada rule and/or by-law.

FUNDS

By-law 36:

The Clubs Administrator shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 37:

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

By-law 38:

A person designated by the Board of Directors shall make a review of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club. In lieu of such a review, an audit of the financial transactions of the Club may be made by an Auditor recommended by the Finance Committee to the Board of Directors and the audited statement shall be made available to the membership of the Club.

By-law 39: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to a not-for-profit organization located in the Municipality of West Nipissing which provides for, or benefits, children's activities.

COMMITTEES

By-law 40: Finance Committee/Chair

This committee shall be responsible for preparing the Club's annual budget and supervising the finances of the club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members. This committee shall be responsible for the Executive as to proposed expenditures and investments. The finance Committee shall recommend to the Executive a fee schedule for the next skating season based on the Club's annual budget. It shall be chaired by the President and its membership shall consist of the Treasurer and Vice President. It shall meet within 30 days of the Annual General Meeting of the Club to prepare the budget for the following skating season. The finance committee shall each year recommend to the Executive Committee an auditor to prepare an audited statement of the Club's finance for the year ending April 30th or identify a qualified person to prepare an independent financial review.

By-law 41: Nominating Committee

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors at the Annual General Meeting in the year which an election is to be held. The nominating committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Nominations should be received by the Past President at least 14 days before the date of the AGM. Any club member in good standing can nominate a candidate for election. Such nominations should be submitted in writing. Each nominee must indicate acceptance of the nomination at the Annual Meeting prior to the commencement of elections.

By-law 42: Skating Programs Committee/Chair

In consultation with the Club coaching staff the committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development. Reporting to the skating programs committee is the recreational skating programs sub-committee.

By-Law 43: Ice Show Committee

The President and coaching representative shall appoint a chairperson who shall be responsible for the planning and production of the Ice Show.

By-Law 44: Test Co-ordinator

The Test Co-ordinator shall be responsible for arranging and supervising all tests obtaining evaluators/Judges Chairperson for Skate Canada Tests through the Section's Judges Chairperson, keeping Club records of Tests, preparing Test records for forwarding to Skate Canada. and for the encouragement of potential Skate Canada evaluators.

By-Law49: Fundraising & Awards Committee/Chair

This committee shall be responsible for planning and coordinating fundraising activities to support our programs and our skaters. In addition, this committee shall be responsible for selecting members for bursaries, grants and other awards and scholarships. This committee shall work closely with the Finance Committee and the Skating/Technical Director.

Adopted by:

Verner Figure Skating Club Board of Directors

on the 23 day of January, 2025
(day) (month) (year)

Signed



(President)

Julie Poirier mensinga 23/01/25

(Date)

Signed



Chantal Wynn

23/01/25



Melanie Stevens

23/01/25

(Club Board Member)

(Date)