

# **CONSTITUTION OF THE CLAVET SKATING**

## **CLUB NO. 1001356**

### **ARTICLE 1.**

The Name of the Club shall be Clavet Skating Club herein after called the Club.

### **ARTICLE 2.**

#### **SKATE CANADA**

- a) The Club shall be a Member of Skate Canada.
- b) The Club shall pay such fees and such other charges as shall be required of Clubs by Skate Canada.
- c) The Club is located in the Blackstrap Region #10, Saskatchewan Section and Western Canadian Division of Skate Canada Zone 5.

### **ARTICLE 3.**

#### **PURPOSE**

- a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment, and advancement of its Members in all aspects of figure skating in accordance with the Rules and Policies of Skate Canada.
- b) The Club, with respect to any aspect of figure skating, is to be managed and operated by eligible members who are duly registered as Associate Members of Skate Canada.
- c) The Club shall protect the eligible status of its Members. The Club shall not take or omit any action that would knowingly jeopardise the eligible status of its Members.

### **ARTICLE 4.**

#### **BY-LAWS**

- 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 Executive and control the property and activities of the Club.
- b) The Rules and Regulations of Skate Canada shall take precedence over any Club By-Laws.
- c) Any By-Law contrary to the Rules of Skate Canada shall be invalid.

## **BY-LAWS OF THE CLAVET SKATING CLUB**

### **MEMBERSHIP**

#### **BY-LAW 1.**

Membership in the Club shall be open to all, irrespective of sex, age, creed or colour.

#### **BY-LAW 2.**

All Members shall uphold, observe and conform to the Rules of Skate Canada, the By-Laws of the Club and such regulations set forth from time to time by the Executive of the Club.

#### **BY-LAW 3.**

Members of the Club shall be registered with Skate Canada, and pay such registration fees to the Association as are set forth in the Skate Canada Rulebook.

**NOTE:** See Skate Canada Rules 1201, 1503(c)(I),2102.

#### **BY-LAW 4.**

To be considered in good standing, all Members of the Club must pay, within the time limits shown in By-Law 5, such Club fees as are stipulated by the Club Executive, and Members may be required to participate in fund raising for the Club as deemed necessary by the Membership of the Club at the fall General Meeting.

#### **BY-LAW 5.**

Members in arrears will not be permitted to take part in any Club activity. If any arrears are not paid within 30 days of the dates set for payment by the Club, such Members shall be considered as having terminated their Membership.

#### **BY-LAW 6.**

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

#### **BY-LAW 7.**

The Executive may, by written notice, terminate Membership of a Member for acting contrary to the Rules and Regulations of Skate Canada or the Club. On request the Executive shall give to the individual, a written explanation for the termination of Membership. The individual, if he or she so desires, shall have the right of appeal to the Executive and to a General Meeting of Members.

#### **BY-LAW 8.**

The Classes of Membership, eligibility and privileges shall be as follows:

- a) **Individual Membership**  
Non-skating Members who have paid the fees set by the Club and are Associate Members of Skate Canada. Individual Members of legal age are entitled to one vote.
- b) **Active Membership**  
All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All Active Members of legal age have one vote each.
- c) **Special Membership**  
Parents or guardians of legally underaged Active Members who have paid fees as set by the Club and are Associate Members of Skate Canada. Each family shall have one vote.
- d) **Partial Membership**  
Any eligible skater, who is an Associate Member of Skate Canada and has paid a reduced fee set by the Club, may have ice time for practice only. Partial Members have no vote, and may not hold office.
- e) **Honorary Membership**  
The Annual Meeting of Members may elect any person as Honorary Member of the Club. An Honorary Member shall be exempt from Club dues but not Skate Canada dues, shall be exempt from fundraising and shall not have interests in the assets in the Club. Honorary Members of legal age shall be entitled to one vote.

#### **BY-LAW 9.**

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; and further, every Member, guest or visitor shall use the Club facilities at his or her own risk.

#### **BY-LAW 10.**

The general management of the Club shall be vested in an Executive consisting of: President, Vice-President, Secretary, Treasurer, one Director, Past President and one Member at Large. All Executive Members shall be elected every year at the Annual General Meeting.

**10.1** The terms of each executive position will be as follows:

President	1 year
Past President	1 year
Vice President	1 year
Secretary	2 years
Treasurer	2 years
Director	2 years
Member at Large	2 years

**BY-LAW 11.**

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

**BY-LAW 12.**

Casual vacancies occurring in the Executive may be filled by Members appointed through a majority vote of the Club at a General Meeting.

**BY-LAW 13.**

The President shall act as Chairman of all Executive and General Meetings. In his/her absence, this duty will be filled by the Vice-President.

**BY-LAW 14.**

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive, an annual budget and keeping such records as are required for audit. All legal documents shall be signed by any two of the President, the Vice-President, the Secretary and the Treasurer.

**BY-LAW 15.**

The Secretary, shall deal with all correspondence subject to the approval of the President or delegate, shall issue all notices for Executive or General Meetings, and shall be responsible for submitting to Skate Canada and Section, such reports as are required by Skate Canada Rules or other regulations.

**BY-LAW 16.**

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

**BY-LAW 17.**

A quorum of the Executive shall consist of three (3) Members of the Executive, including the Chairman.

**NOTE: A quorum for executive meetings shall be an odd number and be more than 50% of the Executive Members.**

**BY-LAW 18.**

The President shall appoint chairmen to standing committees who shall look after duties assigned to them. All Committee Chairmen must submit the names of their committee Members to the President for approval.

**BY-LAW 19.**

The Delegate to Skate Canada shall be appointed annually by the Executive. The Delegate need not be a Member of the Executive. The Skate Canada National Office shall be advised of the name of the appointed delegate.

**NOTE: See Skate Canada Rules 1205 and 1209 as to appointment of Delegates and use of Proxies, etc.**

**BY-LAW 20.**

The Members of the Executive, and the Delegate to the Skate Canada Annual Meeting,(when applicable) must be Members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be amateurs as defined by the Skate Canada Rules.

**BY-LAW 21.**

A majority of the Executive shall be Canadian citizens within the meaning of the *Canadian Citizenship Act*.

**ANNUAL MEETING**

**BY-LAW 22.**

An Annual Meeting shall be held within thirty (30) days of the close of the winter skating season. Other general meetings may be held from time to time upon the request of the Executive or upon written request of 10% of the Members of the Club. A quorum for an Annual or General Meeting shall be 15% of the eligible voting Members.  
**NOTE: Skate Canada Rule 1502(a) requires that each Club hold an annual meeting. Note also that the required quorum should be 15% of your voting Membership.**

**BY-LAW 23.**

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters shall be by a show of hands.

**BY-LAW 24.**

Voting for Club elections or on any matters pertaining to figure skating shall be restricted to Amateur Club Members who are registered as Associate Members of Skate Canada and of legal age; and to Special Members of the Club voting on behalf of their children, who are Members of the Club. Special Members shall be restricted to one vote per family regardless of how many children are in the family.

**NOTE: Skate Canada Rule 1502 (a) requires that every eligible amateur Member of Legal age be permitted to vote. See also Skate Canada Rule 1503 (c)(I).**

**FUNDS**

**BY-LAW 25.**

All funds shall be deposited by the Treasurer in such banks or other institutions as may

be designated by the Executive.

**BY-LAW 26.**

All disbursements of the funds of the Club shall be by money order or other auditable document.

**COMMITTEES**

**BY-LAW 27.**

**CARNIVAL COMMITTEE**

This committee, at those times the Executive elects to hold a Carnival, shall be responsible for the planning and production of the Carnival. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chairman of the Carnival Committee.

**BY-LAW 28.**

**TEST AND COMPETITION COMMITTEE**

This committee shall be responsible for arranging and supervising all tests and competitions (in consultation with the appointed referees), obtaining judges for Skate Canada tests, keeping Club records of tests, preparing test/competition records for forwarding to Skate Canada, collecting fees for tests/competitions, arranging for volunteers to run music for test days and for the encouragement of potential Skate Canada Judges. In addition, this committee shall assist and promote judges schools and clinics and assist the Section judges chairperson.

**BY-LAW 29.**

**FUNDRAISING COMMITTEE**

This Committee shall plan and initiate fund raising activities for the Club as deemed necessary by the Executive.

**BY-LAW 30.**

**ADDITIONAL SUB-COMMITTEES AND/OR COORDINATORS**

Special program sub-committees as deemed necessary by the Club may be formed and coordinators assigned for other responsibilities. These may include but are not limited to:

- Kitchen Coordinator
- Bingo Coordinators

**AMENDMENTS**

**BY-LAW 31.**

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 Executive of the Club. The proposed amendment will be presented to the next general or annual meeting falling 21 days or more after the date of submission. No amendment to the Constitution or By-Laws of the Club shall be accepted from the floor at any meeting.

**BY-LAW 32.**

By-Laws may be enacted or amended by a majority vote of the Executive whenever required. Such By-Laws or amendments must be presented at the next general meeting for ratification (as in By-Law 34); if they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

**BY-LAW 33.**

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

**BY-LAW 34.**

All amendments become effective immediately when they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of Skate Canada.

Skate Canada 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.

**ORDER OF BUSINESS**

**BY-LAW 35.**

The order of business at annual or general meetings of the Club shall be as follows:

- Minutes of the preceding general meeting
- Confirmation of the actions taken by the Executive
- Secretary's Report
- Treasurer's Report
- Other Reports
- Election of Executive Officers and Members
- Amendments to the Constitution and By-Laws

**BY-LAW 36.**

In the event that the club ceases to exist, the net assets from the liquidation shall go to a registered charity to be selected by the Club Executive where no Director will directly benefit from the donation.

Adopted and Amended by the CLAVET SKATING CLUB  
on the 22<sup>nd</sup> of OCTOBER 2009

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President

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Secretary