

BY-LAWS OF THE SANTA ROSA FIGURE SKATING CLUB, INC.

By-Laws reviewed and approved October 2013

Article I **General**

- Section 1: The name of this club shall be the SANTA ROSA FIGURE SKATING CLUB, INC. For all purposes this name may be abbreviated to read "SRFSC".
- Section 2: This club shall have its headquarters in the Redwood Empire Ice Arena, 1667 West Steele Lane, Santa Rosa, California.
- Section 3: The fiscal and administrative year of the SANTA ROSA FIGURE SKATING CLUB shall begin on July 1 of each year and end on June 30 of the following year.
- Section 4: The Santa Rosa Figure Skating Club is a Non-Profit Corporation, the purposes of this club shall be: to promote and foster amateur figure skating and to encourage people of all ages to learn the requirements of figure skating, and to carry out the general policies and objectives of the US Figure Skating
- Section 5: If this club should be dissolved, no person in the club or rink or any professional shall benefit.
- Section 6: The meetings shall be conducted in accordance with Robert's Rules of Order unless otherwise indicated in the by-laws.

Article II **Membership**

- Section 1: Classifications for SRFSC Membership:
- a) **ADULT:** Any person who is eligible as set forth in the US Figure Skating by-laws and is eighteen (18) years of age or older. Such persons may be eligible to hold office and vote in this club.
 - b) **JUNIOR:** Any person who is less than eighteen (18) years of age. A junior member must have at least one family adult as a member of the club. The Adult member shall have one vote. The Junior member does not have a vote, may not hold office on the Board of Directors and does not constitute another vote for the family.
 - c) **ASSOCIATE MEMBERSHIP:** Any member of another USFSA Club who chooses that other club as his Home Club but also wishes to be a member of this club.
 - d) **SPONSOR MEMBER:** Must be eighteen (18) years or older. Cannot be the representing Adult member of a child under 18 years. May use no more than one (1) hour of Club time per week. A Sponsor member cannot participate in any club show, competitions, testing or in any event which requires full club membership. Sponsor memberships shall be reviewed by the Board of Directors and require a three fourths (3/4) majority vote for approval. Sponsor members shall be eligible to vote but cannot hold office.
 - e) **LIFE MEMBERSHIP:** Any member nominated for Life Membership shall satisfy any two (2) of the following requirements:
 - 1) Must have been a member of the Santa Rosa Figure Skating a minimum of five (5) years.
 - 2) Served as an officer, member of the Board of Directors, or other responsible position for at least three (3) years.
 - 3) Must have contributed significantly to the advancement of figure skating in the Santa Rosa area. A nomination for Life Membership shall be reviewed by the Board of Directors and requires a three-fourths (3/4) majority vote of the Board of Directors for approval.Nominations for Life Membership may be made by an Adult member of the club in good standing. A Life Member shall be eligible to vote but may not hold office.
 - f) **HONORARY MEMBER:** The Board of Directors, with a three-fourths (3/4) majority vote, may award honorary membership to an individual who may not qualify for Life Membership. Honorary Membership shall not be a voting membership in the club.
 - g) **Special Needs Skaters:** Special needs skaters are those with physical or mental limitations which

require specialized coaching while on the ice. Special needs skaters should be brought to the attention of the Club Sessions Chairperson to ensure they skate at safe and appropriate session times.

Section 2: Determination of Status: Membership status during any year shall be determined as set by the by-laws. If a junior member turns eighteen (18) during the club year and two (2) weeks before the election, he/she shall then be eligible to vote. Membership may be denied to any prospective member only by a majority vote of the Board of Directors.

Section 3: Transfer of Membership: Membership in this club shall not be transferable.

Section 4: Cancellation of Membership: All rights and privileges of a member shall cease for nonpayment of dues or for failure to comply with any assessments or indebtedness owed by an individual member of the club. The rights and privileges of such member shall not be restored until such time as, and not before, all the dues, assessments, or indebtedness are paid by the member and accepted by the Board of Directors.

Section 5: Expulsion: A member may be expelled by the Board of Directors for any violation of the rules, policies or by-laws of this club or for any misconduct or act whatsoever or whensoever committed which in sole opinion of the Board of Directors, are prejudicial to the reputation or best interest of the club.

Section 6: Resignation: Any member not in arrears for dues or other indebtedness may tender a written request to transfer to another Club. They must follow the procedure as outlined in MR6.07 of the U.S. Figure Skating Rulebook.

Article III **Meetings of the Membership**

Section 1: A meeting of the membership shall be held at least once throughout each club year.

Section 2: Special meetings of the membership may be called by the President upon giving of ten (10) days notice to the members. The President shall also call a special meeting at the request of ten (10) members in good standing. Notice of such meeting and the purpose thereof shall be given to the members, by written mailed notice deposited in the US Mail at least ten (10) days prior to said meeting, or posted, on the club board at the Redwood Empire Ice Arena at least ten (10) days prior to the meeting. No business shall be transacted at the special meeting except that for which notice was given.

Section 3: One-fifth (1/5) of the voting members in good standing shall constitute a quorum for the transaction of business at any regular or special meeting of the membership. Simple majority will carry a motion at these meetings.

Article IV **Board of Directors**

Section 1: The officers of this club shall consist of a President, Vice President, Secretary, Treasurer, who will comprise the "Executive Committee".

Section 2: The Board Of Directors shall consist of between eleven (11) and fifteen (15) members, including the President of the club who shall become President of the Board of Directors, the Vice President, Treasurer, Secretary, and seven (7) to eleven (11) Directors to be named as follows:

- a) Four (4) Members at Large, Directors to be elected to a two (2) year term.
- b) No less than five (5) and no more than Seven (7) Directors to be appointed by the President for a two (2) year term to coincide with the term of the President: Said appointments may be made to fill from five (5) to seven (7) of the following positions:
 - 1) Competitions Chair
 - 2) Sessions Chair
 - 3) Synchronized Team Skating Chair
 - 4) Test Chair (singles & Pairs)
 - 5) Membership Chair

- 6) Dance Test Chair
- 7) Communications Chair/Parent Liaison

All Directors, whether elected or appointed as above, shall be voting members of the Board of Directors. All other Chairs of Standing Committees or Appointments shall be considered non-voting members of the Board of Directors. Past Presidents may serve on the Board, in an advisory capacity to the Board of Directors without voting privilege, for one (1) year. Upon the approval of $\frac{3}{4}$ of the full Board of Directors, the Board shall have the power to incur indebtedness (loans) within the limits of the budget, the term and amounts of which shall be entered in the Minutes of the Board.

Section 3: Duties of the President:

- a) The President shall preside at all meetings of the members and the Board of Directors. The President shall sign all contracts or other instruments of writing on behalf of the club including all show and competition contracts. He/She shall perform such other duties that customarily appertain to the office of President.
- b) If for some reason a club officer or member of the Board of Directors cannot serve his/her full Term, the President shall appoint someone to fill the vacancy with the approval of the Board of Directors. The person so appointed shall serve the remaining term of the officer or member who is replaced.
- c) If the President determines that a member of the Board of Directors is not attending Board Meetings on a regular basis and has in fact missed three (3) meetings in a twelve month period (without good reason) the President shall declare his/her position vacant and shall appoint someone to the vacancy with the approval of the Board of Directors. Also any member of the Board of Directors may be terminated for reasonable cause shown, upon the approval of $\frac{2}{3}$ of the Board of Directors.
- d) The President may make the following, non-voting, appointments each year, when appropriate:
 - 1) Interclub Representative
 - 2) Music Chair
 - 3) Adult Skate Coordinator
 - 4) Volunteer Hours Coordinator
 - 5) Show/Event Chair
 - Crystalline Classic Chair
 - Redwood Classic Chair
 - Spring Show Chair
 - Awards Event Chair
 - 6) Governing Council Representatives
 - 7) Finance Committee
 - 8) Club historian/librarian Coordinator

Section 4: Duties of the Vice President:

The Vice President shall have and exercise all the powers, authority, and duties of the President during the absence or inability of the latter, and shall perform such other duties as may be prescribed by resolution of the Board of Directors. The Vice President shall be responsible for acquiring all necessary sanctions required by the USFSA related to club functions. The Vice President shall act in the capacity of Parliamentarian at club functions. The Vice President should promptly review all communications before they are released to the membership or public for accuracy and completeness.

Section 5: Duties of the Secretary:

The Secretary shall have custody of the Minute book and By-laws of this club and shall give such notices of meetings, events, activities and other pertinent information as needed, as directed by the President. The Secretary shall also keep a full and complete record of the proceedings of the Board of Directors and of the meetings of the membership as per Robert's Rules of Order. In addition to the Minutes, the Club Policy & Procedures Decisions shall be kept in a book and made available to the General membership. The Secretary shall prepare all club correspondence for the appropriate signing authorities as required.

Section 6: Duties of the Treasurer:

It shall be the duty of the Treasurer

- (a) to provide and maintain a full and complete record of the accounts belonging to this club;
- (b) to see that all expenditures are duly authorized;

- (c) to safely keep all funds of the club in their proper accounts as may be designated by the Board of Directors;
- (d) the funds of the club shall be paid out by the Treasurer only using a check of the club signed by the Treasurer;
- (e) to make the financial reports as may be requested by the Board of Directors. The Treasurer shall supply the necessary information for Tax Return preparation as required to fulfill the filing requirements of a licensed tax preparer.

Article V
Election of Board of Directors

Section 1: **Election of Officers:**

The Election of officers shall be held on or before the third Thursday of May beginning at 7:00 am and continuing to 9:00 am and resuming at 5:00 pm and ending at 8:00 pm or when the last eligible voter in line at 8:00 pm has voted, whichever is later (poll closing time). At least thirty (30) days prior to the election, the Board of Directors shall appoint a nominating committee of at least three (3) people, who may be officers, one of whom shall be designated as Chair and none of whom shall be candidates for office. The nominating committee shall meet and shall, at least ten (10) days prior to the election, select at least one (1) Candidate for each office. This shall not be a closed meeting as any member of the club may be present at that or any meeting. Only an Adult member in good standing is eligible for nomination. Eligible members may also be nominated by four (4) members of the club in good standing by filing a written request at least ten (10) days prior to the election with the Nominating Committee to place the name of their candidate on the ballot. There will be no maximum number of candidates. Nominations shall close and no forth nominations shall be accepted after 5:00 P.M. on the tenth (10th) day prior to the election.

All nominations duly made shall stand for election by secret ballot. Each Adult or life member shall be entitled to one vote. Voting by proxy or by absentee ballot shall not be permitted. The conduct of the election shall be such that each person eligible to vote and present receives one pre-printed ballot bearing the names of all duly nominated candidates for office. At poll closing time, the votes shall be tallied by at least two (2) members in good standing who are selected by the Board of Directors and are not candidates for office. The candidates receiving the most votes shall be declared elected to their respective positions and shall take office at the regular meeting of the Board of Directors held in July. The President will continue to perform his/her duties as President until the new officers take over. The club encourages all of its Adult members to run for office and to become members of standing committees.

Section 2: The terms of any appointed Sessions Chair, Competitions Chair, Test Chair, Membership Chair, Dance Chair, Synchronized Team Skating Chair and Communications Chair shall be two (2) years term to coincide with the term of the President.

Section 3: **Terms of Office:**

Officers shall be elected for a period of two (2) years and be split in two groups to be elected on Alternative year.

Group A: President, Vice President, Two (2) Members at Large Directors
shall be elected on EVEN numbered year.

Group B: Secretary, Treasurer, Two (2) Members at Large Directors
shall be elected on ODD numbered years.

Section 4: **Eligibility:**

Each officer and member of the Board of Directors must qualify for office as an adult member as defined in Article II, Section 1 (a) and must also be a member of the US Figure Skating. Each officer or Director must be a club member at the time they are nominated for office. Only one family member shall be a Board Member at a time.

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Article VI
Meetings of the Board of Directors

- Section 1: Regular meetings of the Board of Directors shall be held once a month on a given Tuesday of that month unless otherwise designated by the President.
- Section 2: Regular meetings of the Executive Committee shall be held once a month on a given date determined by the President and the Committee at the beginning of the Club Year.
- Section 3: Special meetings of the Board of Directors shall be called by the President upon the giving of three (3) days notice to all members of the Board of Directors and he/she shall call a special meeting at the request of eight (8) Directors.
- Section 4: A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business of the Board of Directors at any regular or special meeting. A member present by proxy only shall not be counted toward the quorum.
- Section 5: A meeting of the Board of Directors shall be necessary to pass any decision of the Board of Directors except where otherwise specified.

Article VII
Duties of the Chair of Standing Committees

Section 1: Membership Chair:

Duties shall include but not limited to the following:

- a) Have available a form to be filled out by those interested in membership.
- b) Collect Membership fees and turn fees over to the Treasurer at least once a month.
- c) Complete paperwork necessary for US Figure Skating Membership, provide Treasurer with completed forms with check request for filing of applications with US Figure Skating.
- d) Keep accurate and timely records for all members, provide current membership list to Board of Directors as required to ensure our club mailings (Newsletter, Applications etc.) go to the entire current membership.

Section 2: Test Chair (Singles & Pairs):

Duties shall include but not be limited to the following:

- a) Make arrangements with the Redwood Empire Ice Arena for time to take tests.
- b) Schedule members for testing.
- c) Collect applications and fees.
- d) Prepare results and necessary paperwork (including electronically) and send with fees to the US Figure Skating, and turn local test fees and list of members testing over to the Treasurer.
- e) Post current test fees for the membership.
- f) Make arrangements for Judges both local and through CCIA Judges Bureau.

Section 3: Sessions Chair:

Duties shall include but not be limited to the following:

- a) Work with Finance Committee to determine yearly club session rates.
- b) Coordinate session dates and times with the Redwood Empire Ice Arena throughout the year.
- c) Provide sessions information to the membership in the Newsletter, on-line web page and on the Club bulletin board.
- d) Keep a current list of skaters for each club session.
- e) Collect and deposit fees paid in a timely manner, and turn fees and lists of session members over to the Treasurer.
- f) Provide a report on session attendance and any delinquent members fees to the Treasurer and/or the Board on a monthly basis.

Section 4: Competition Chair:

Duties shall include but not be limited to the following:

- a) Make available to interested skaters competition information and applications.
- b) Ensure that members understand the following signature requirements for applications; President, Vice President, Secretary and Treasurer may sign forms for all competitions including Centrals and above levels. The Competitions, Test and Membership Chairs may sign for competitions below the level of Centrals, after verification of the skater's eligibility to participate in the event.
- c) Report to the club results of competitions entered by club members.

- d) Develop and maintain a manual on all club competitions and events to be made available to each event chairman to guide them through the event process.

Section 5: Synchronized Team Skating Chair:

Duties shall include but not limited to the following:

- a) Take charge of the operation and direction of the competitive Synchronized Skating teams.
- b) Be Responsible to the Board of Directors for all expenses and moneys involving the teams.
- c) Prepare or direct the registration, travel arrangements, fundraising, collecting, managing and recording of finances for the competitive teams.
- d) Provide direction and support to team members and volunteers, arranging practice ice time with the Redwood Empire Ice Arena and others, which may be deemed necessary.

Section 6: Dance Test Chair:

Duties shall include but not limited to the following:

- a) Make arrangements with the Redwood Empire Ice Arena for time to take tests.
- b) Schedule members for testing.
- c) Collect applications and fees.
- d) Prepare results and necessary paperwork (including electronically) and send with fees to US Figure Skating, and turn local test fees and list of members testing over to the Treasurer.
- e) Post current test fees for the membership.
- f) Make arrangements for Judges both local and through CCIA Judges Bureau.

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Section 7: Communications Chair:

Duties shall include but not be limited to the following:

- a) Ensure that all required and important information is provided to the Editor of the Newsletter by the required deadline each month.
- b) Be responsible for newspaper articles, announcements etc. related to club activities, with the exception of spring show publicity.
- c) Be responsible for reading all communications going out to membership or the public, via the Newsletter, On-Line Web Page, Flyer or any other manner to ensure accuracy and correctness.
- d) Ensure that the Vice President (or President) verifies all information before it is released to the general membership.
- e) Be available to the membership to answer questions or take information and/or questions and concerns from membership to the Board of Directors.
- f) Be responsible for monitoring the calls coming in on the Club's phone line and answering messages or passing them along to the appropriate person for response. Calls should be collected at least twice per week.

Article VIII

Adoption, Amendment or Repeal of By-Laws

Section 1: By-Laws shall be adopted, amended, or repealed by the following procedure:

- a) Changes may be recommended by a three-fourths (3/4) majority vote of the Board of Directors. These changes shall then be circulated to the general membership in writing. A two thirds (2/3) approval of the voting membership shall be necessary for the adoption of any amendment to these by-laws. All non-returned votes will be counted as an affirmative vote.
- b) A change in by-laws shall not be in effect until approved by the general membership as specified Article VIII, Section 1a.

Section 2: The by-laws shall be reviewed once a year by a special by-laws committee appointed by the President. The committee shall submit recommendations to the Board of Directors. Recommendations approved by the Board will then be circulated to the general membership in writing. A two thirds (2/3) approval of the voting membership shall be necessary for the adoption of any amendment to these by-laws. All non-returned votes will be counted as an affirmative vote.

Article IX

Dues, Fees and Assessments

Section 1: The yearly dues shall be collected by the Membership Chair from the members. This amount will be due and payable at or prior to Membership activation or renewal.

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Section 2: Dues shall be set by the Board of Directors and approved by a majority vote of the Board of Directors.

Article X
Rules, Regulations and Policies

Section 1: All rules, regulations, and/or policies passed by the Board of Directors or the general membership shall be kept by the Secretary and shall be reviewed by the Board of Directors by the September Board meeting of each fiscal year.

Section 2: Any rule, regulation, and/or policy not specifically approved or reaffirmed by the September Board Meeting of the fiscal year shall cease to be in force and shall become part of the club's historical record

Section 3: Liabilities of the Membership:

No person who is now, or has been or who later becomes, a member of this organization shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors or the organization shall look only to the assets of this organization for payment.

Article XI
Conflict Resolution

Section 1: Complaints:

Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Executive Committee of the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the Executive Committee of the Board of Directors shall be held as soon as practicable to investigate same. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to hearing date. If no resolution occurs, the Executive Committee of the Board of Directors may contact US Figure Skating's Ethics and Grievance Committee to refer the complaint.