

Bylaws of the Grande Prairie Skating Club

UPDATED NOVEMBER 2023

Bylaw 1

The name of the Club shall be the Grande Prairie Skating Club hereinafter called the Club.

Bylaw 2

The Club shall be a member of Skate Canada. The Club shall pay such fees and such other charges as shall be required of the Clubs by Skate Canada. The Club is in the Alberta /NWT/ Nunavut section of Skate Canada.

Bylaw 3

The objective 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 and policies of Skate Canada.

Bylaw 4

The Club with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as associate members of Skate Canada.

Bylaw 5

The Club shall protect the eligible status of its members. The Club shall not take or omit to take any action that would knowingly jeopardize the eligible status of its members.

Bylaw 6

The bylaws appended to these articles 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. Skate Canada Rules, Bylaws, and regulations and those of the Section, in which the Club operates, take precedence over your own Bylaws.

Bylaw 7

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

Bylaw 8

All members shall uphold, observe, and conform to the rules of Skate Canada, the bylaws of the Club and such regulations as set forth from time to time by the board of directors of the Club.

Bylaw 9

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

Bylaw 10

To be considered in good standing, all members of the Club must pay club fees as are stipulated by the board of directors of the Club. Members will not be permitted to take part in any activities if these fees

are not paid within 30 days of the date set for payment. Members in arrears shall be considered as having terminated their membership.

Bylaw 11

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

Bylaw 12

The board of directors of the Club may, by written notice, expel a member for acting contrary to the rules and regulations of Skate Canada or the Club. The board of directors of the Club shall give to the individual a written explanation for the expulsion of membership on request. The individual, if he or she so desires, shall have the right to appeal to the board of directors of the Club and to a general meeting of members.

Bylaw 13

Members who wish to resign from the Club shall send a letter stating their reason for withdrawing to the secretary. At the board's discretion, a prorated portion of the ice fee may be returned.

Bylaw 14

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

Individual Member:

- A. Non-skating Members who have paid the fees as set by the Club.
- B. Are Associate Members of Skate Canada.
- C. Shall be of legal age.
- D. Shall be entitled to one vote at each Annual General Meetings and Special General Meetings of the Club.
- E. Shall be eligible to hold office as a Director of the Club.

Active Member:

- A. All skaters who participate in a Club Skating Program(s) and who have paid the fees as set by the Club.
- B. Are Associate Members of Skate Canada.
- C. Active Members, of the legal age, shall be entitled to one vote at Annual General Meetings and Special General Meetings of the Club.
- D. Underage Active Members have no vote but shall be represented by a Special Member.
- E. An underage Active Member may be represented by only one Special Member.

Special Member:

- A. A parent or guardian of a legally underage Active Member, for whom the fees as set by the Club have been paid.
- B. Active Members represented by a Special member must be Associate Members of Skate Canada.
- C. A Special Member shall have one vote for each eligible Active Member that they represent at Annual General Meetings and Special General Meetings of the Club.
- D. A Special Member is not eligible to hold office as a Director of the Club unless they are an Associate Member of Skate Canada.

Partial Member:

- A. All eligible skaters who are an Associate or a Restricted Member of Skate Canada through another Club and who have paid the fees as set by the Club.
- B. A Partial Member is not eligible to hold office as a Director of the Club.
- C. A Partial Member may not vote at Annual General Meetings and Special General Meetings of the Club.
- D. A Partial Member may have a voice at the meetings of the Club.

Honorary Member:

- A. Any individual who has made long term, outstanding contributions to the Grande Prairie Skating Club and to the development of the sport of figure skating in the City of Grande Prairie and its region.
- B. An individual must be nominated as an Honorary Member by three legally of age Individual, Active Members, at least 30 days prior to the Annual General Meeting. Nominations shall contain a summary of the nominee's achievements and contributions. Nominations shall be reviewed by the Nominations Committee and eligible nominees shall be presented for ratification by the voting membership at the Annual General Meeting.
- C. An Honorary Member shall be exempt from Club dues but not Skate Canada dues.
- D. An Honorary Member shall have no vote at Annual General Meetings and Special General Meetings of the Club unless otherwise qualified.
- E. An Honorary Member may have a voice at the meetings of the Club.
- F. Honorary Membership is a lifetime appointment unless revoked by a resolution of the Board of Directors or until such time as the Member resigns.

Restricted Member

- A. An individual who is a paid employee of the Club, Section or Association, a non-active coach, a performing professional skater or a professional dance partner.
- B. A Restricted Member is not eligible to hold office as a Director of the Club,
- C. A Restricted Member shall have no vote at Annual General Meetings and Special General Meetings.

Code of Ethics:

Bylaw 15

All members of the Club will uphold the rules and regulations of the Club and the codes of ethics for skaters, board, and parents under Skate Canada Guidelines

Grievance:

Bylaw 16

Any grievance encountered within the workings of the Club must be resolved through the grievance procedure. All grievances must be filed in writing to the president of the Club. (see policies and procedure manual)

Liability:

Bylaw 17

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 facility at his or her own risk. The Club shall participate in Skate Canada Club liability insurance program.

Club Management:

Bylaw 18

The members of the board, members and chairpersons of committees and the 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 apart from the coach's representative as determined by Skate Canada rules. Members of the board shall serve without compensation.

Bylaw 19

Board of Directors Terms of Office

With the exception of the Past President, all Board of Directors terms of office are two years in length.

- A. The President and Vice-President shall be elected. The President and Vice-President shall have 1 year past experience on the Board prior to being elected.
- B. One half of the Directors shall be elected in even numbered years and one half of the Directors in odd numbered years in accordance with the following rotation:
- C. Even numbered years: Secretary, Treasurer and 3 Directors at Large
- D. Odd numbered years: President, Vice President and 4 Directors at Large
- E. The Past President shall be ex-officio and shall hold office for a term up to one year.
- F. At the first Board of Directors Meeting after the Annual General meeting the Board shall appoint the Standing Committee Chairs

- G. All Directors may hold office for a maximum of 10 consecutive years. An exception may be extended to the Past President to a maximum of 11 consecutive years, should there be a need for the advisory role for continuity of the Board.
- H. Any member of the Board of Directors may be removed by a 65% majority vote of the voting Members present at a Special General Meeting duly called for that purpose.

Bylaw 20

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

General Meeting:

Bylaw 21

- A. A quorum of the Board of Directors shall consist of 50% plus 1 Member of the Board of Directors, including the Chair.
- B. A quorum of any Committee shall consist of 50% plus 1 Member of the Committee, including the Chair.
- C. Questions 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 thus pass the motion, or to create a tie, and thus defeat a motion. A majority of the Board of Directors shall form a quorum.

Bylaw 22

Casual vacancies occurring on the board may be filled by members appointed through a majority vote of the board, and or in the case of the coach's representative, by the professional coaching staff. These appointed members will hold office only until the close of the next annual general meeting.

Bylaw 23

If a board member is absent from more than three scheduled board meetings, without good cause and without proper notification to the president or secretary, then that office may be declared vacant by a majority vote of the board and the member shall be removed.

Bylaw 24

The president acts as chairperson of all board and all general meetings. In the president's absence, this duty will be filled by the vice president.

Bylaw 25

The treasurer shall be responsible for the safe control of all Club funds, for preparing it to submit to the board an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any two of the designated members of the board.

Bylaw 26

The secretary shall deal with all correspondence subject to the approval of the president or his delegate, shall issue all notices for board or 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 or other regulations.

Bylaw 27

A majority of the board shall be Canadian citizens within the meaning of the Canadian citizen act.

Order of Business:

Bylaw 28

Rules of order for all meetings, annual general, special general and board, shall as outline in “21st century Roberts rules of order” in all cases in which they are applicable and consistent with the bylaws or special rules of the Association.

Bylaw 29

The order of business at board meetings of the Club shall be as follows:

1. meeting call to order
2. approval of agenda
3. approval of the minutes of the last meeting
4. treasurers report
5. other committee reports
6. open issues
7. date of next meeting
8. adjournment

Bylaw 30

All businesses on the agenda shall be attended to before the meeting adjourns, even if this means only that the items are referred to a committee for study, or that discussion is postponed or tabled to the next meeting.

Bylaw 31

If a voting member is unable to attend any meeting, the practice of voting by proxy shall not be used.

Skate Canada delegate:

Bylaw 32

The delegate to Skate Canada or alternate shall be appointed annually by the board. The delegate need not be a member of the board. Skate Canada national office shall be advised of the appointed delegates. name.

Annual General Meeting

Bylaw 33

An annual general meeting shall be held within the month of September. Skate Canada requires that each Club hold an annual meeting. All members shall be notified of this 21-days prior. Notice shall be in electronic form unless otherwise requested by a Member. Other general meetings may be held from time to time upon the request of the board.

Bylaw 34

A quorum for an annual general meeting shall be a total of 15% of the membership.

Bylaw 35

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

Bylaw 36

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 of legal age, to the Club coaches representative and 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. Special members shall have one vote per child registered through the Club.

Bylaw 37

The order of business at an annual general meeting of the Club as follows:

1. meeting call to order
2. determination of sufficient quorum
3. approval of agenda
4. approval of previous meeting minutes
5. presidents report
6. secretary's report
7. treasurer's report
8. other reports
9. election of officers and members
10. new business / amendments to the bylaws
11. adjournment

Amendments:

Bylaw 38

Any members of the Club, in good standing, may propose an amendment to the bylaws of the Club. The proposal must be submitted in writing to the board of the Club. The proposed amendment will be presented to the annual general meeting or general meeting 21 days or more after the date of submission. No amendment to the bylaws of the Club shall be accepted from the floor at any meeting.

Bylaw 39

The Bylaws may be rescinded, altered, or added to by a "Special Resolution". Special resolutions must be passed by no less than 3/4 or 75% of the membership in attendance at an annual general or special general meeting of the Club.

Bylaw 40

All amendments become effective immediately following the annual general meeting if 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 of any Skate Canada rule.

Bylaw 41

The amended bylaws shall be submitted to the register of companies by the Club secretary for registration.

Special General Meeting:

Bylaw 42

The president shall be required to call for a special general meeting when requested to do so by a petition of 15% of the voting members. All members shall be notified of this 14-day prior, there to by posted notice.

Bylaw 43

A quorum of the board must be present for a special general meeting to commence. A quorum of the board of directors shall consist of 50% plus 1 member of the board of directors, including the chair.

Bylaw 44

Notice of a general meeting shall include the time and place of the meeting and the agenda.

Funds:

Bylaw 45

All funds shall be deposited by the treasurer in such banks or other institutions as may be designated by the board.

Bylaw 46

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

Bylaw 47

A compilation of the financial transactions of the Club shall be made each year by an accountant designated by the board and the unaudited statement shall be made available to the membership of the Club.

Bylaw 48

The books and records of the society may be inspected by any member of the society at the annual general meeting or at anytime upon given notice and arranging a time satisfactory to the officer having charge of the same. Each member of the board shall at all times have access to such books and records.

Bylaw 49

The Club's fiscal year shall be from Sept 1-Aug 31st

Bylaw 50

If the Club ceases to exist, the net assets from liquidation shall go to an organization approved by the Members at an Annual General Meeting or Special General Meeting.

Borrowing Power:

Bylaw 51

The Club shall not borrow monies, enter into any debt agreement, such as mortgages, payment-over-time purchases, issue pledges, bonds, etc., or enter into similar type of financial agreements.

Bylaw 52

Role of President

The President shall be subject to the authority of the Board of Directors and shall have general supervision of the business and affairs of the Club.

The President shall:

- A. act as the spokesperson for the Club unless otherwise directed by the Board of Directors or unless another individual is so appointed.
- B. preside at all meetings of the Members and of the Board of Directors,
- C. be an ex-officio member of all committees of the Club, such other powers and duties as the Board of Directors may specify.

By-law 53

Role of Vice-President

The Vice President shall:

- A. In the event of the President's absence, disability, or refusal to act, the Vice-President will assume the duties of the President.
- B. Perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time.

Bylaw 54

Role of Treasurer

The Treasurer shall be responsible for the:

- A. safe control of all Club funds and maintenance of all financial records
- B. preparation and submission, to the Board of Directors annual budget
- C. keeping such records as are required for financial review
- D. arrangement for the preparation of the unaudited annual financial statement
- E. collection of all Membership fees and other charges and assessments due to the Club
- F. payment of all charges, expenses and costs owing by the Club
- G. deposit of all monies in Club accounts at financial institution(s) approved by the Board of Directors.
- H. monitor, report and make recommendations to the Board of Directors related to savings, investments and other similar financial instruments held by the Club.

Bylaw 55

Role of Secretary

The Secretary shall be responsible for:

- A. all Club correspondence, subject to the approval of the President or his/her delegate
- B. issue all notices for Board of Directors and General meetings
- C. recording and preparation of minutes at all Board of Directors and General meetings
- D. update and safekeeping of all Club books, papers, reports, certificates, records, documents and instruments
- E. submission to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations
- F. filing of all reports, certificates and all other documents required by law to be registered or filed by the Club
- G. perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time.

Bylaw 56

Role of the Past-President

The Past-President shall

- A. act as an advisor to the Board of Directors
- B. provide historic perspective and knowledge to the Board of Directors
- C. Act as Chair of the Nominations Committee.

Bylaw 57

Standing Committees

1. Standing Committees of the Club shall be appointed by the Board of Directors to conduct such business and perform such duties as may from time to time be determined and shall report regularly to the Board.
2. Chairs of the Committees shall be members of the Board of Directors.

The following Standing Committees are established in the Club:

- A. Communications Committee
- B. Competition Committee
- C. Fundraising Committee
- D. Membership Committee
- E. Nominations Committee
- F. Test Committee
- G. Events Committee

Bylaw 58

Communications Committee

- A. The Communications Committee is responsible for all internal and external communications regarding the Club and figure skating in general and for the Club social activities.
- B. The Communications Committee shall operate as per Club policy.
- C. The Communications Committee shall be chaired by the Communications Chair

Bylaw 59

Competition Committee

- A. The Competition Committee is responsible for all regional, provincial, national and other similar type competitions that are hosted by the Club.
- B. The Competition Committee shall operate as per Club policy.
- C. The Competition Committee shall be chaired by the Competition Chair.

Bylaw 60

Fundraising Committee

- A. The Fundraising Committee is responsible for acquiring funding, other than skating fees, to assist in making figure skating as affordable as possible to all Club Members.
- B. The Fundraising Committee shall operate as per Club policy
- C. The Fundraising Committee shall be chaired by the Fundraising Chair.

Bylaw 61

Membership Committee

- A. The Membership Committee is responsible for the promotion, development, and maintenance of Club Membership.
- B. The Membership Committee shall operate as per Club policy.
- C. The Membership Committee shall be chaired by the Membership Chair.

Bylaw 62

Nominations Committee

- A. The Nominations Committee is responsible for overseeing the Board of Directors and Honourary Members election process.
- B. All actions of the Nominations Committee shall conform to the Nominations Policy.
- C. The Nominations Committee shall be chaired by the Past President. In the absence of a Past President, the Board may appoint, by a majority vote, a Member on Board of Directors to chair this committee.

Bylaw 63

Test Committee

- A. The Test Committee is responsible for organizing and hosting of all Skate Canada sanctioned test events that are hosted by the Club.
- B. The Test Committee shall operate as per Club policy.
- C. The Test Committee shall be chaired by the Test Chair.

Bylaw 64

Events Committee

- A. The Events Committee is responsible for organizing and hosting of all Club activities and events other than those noted above and which are the responsibility of other Committees. Such events shall be determined, from time to time, by the Board of Directors, and may include such things as intra-Club competitions, carnivals, exhibitions, etc.
- B. The Events Committee shall operate as per Club policy.
- C. The Events Committee shall be chaired by the Events Chair.

Bylaw 65

CanSkate Liaison

- A. The CanSkate Liaison is responsible for ensuring that all parents and guardians of the Club CanSkate athletes understand the Club goals and operations and to represent those parents and guardians at the Board of Directors.
- B. The CanSkate Liaison shall operate as per Club policy.

Bylaw 66

The society seals

The society shall not adopt a seal.