



## BY-LAWS OF THE SKATING CLUB OF WESTERN NEW YORK

### ARTICLE 1. MEMBERSHIP

- a. Any person who has made application for membership on a form prepared by the Club, and who has paid the amount prescribed by the Board of Directors for membership during the current year shall be considered a Skating Member of the Club, with the right to be assigned to a class and receive the supervision and instruction provided by the Club for its Skating Members.
- b. Skating Members of the previous year shall have an opportunity to rejoin before new Skating members are solicited.
- c. If a Skating Member should be expelled by the Board of Directors, no refund of membership fees is to be allowed.
- d. A member in good standing with the Skating Club of Western New York shall be defined in the following manner:

A member of the Skating Club of Western New York who has paid in full all US Figure Skating registration fees, SCWNY membership dues, SCWNY test fees, SCWNY competition fees, SCWNY fundraising monies, and monies owed to coaches contractually affiliated with SCWNY for services that have been provided to the member by the coach and has signed the SCWNY Code of Conduct, the SCWNY Solicitation, Promotion and Tampering Policy and the Waiver and Release of Liability Agreement.

If a member of the Skating Club of Western New York is found to be in arrears (over 30 days) as defined above, they will not be eligible to participate in US Figure Skating test sessions or competitions and will not receive a trophy at the annual banquet. Additionally, said member will not be able to change club affiliation until all outstanding debt has been satisfied.

- e. Every Individual Skating Member in good standing, holding a Skating Membership with the Skating Club of Western New York, who has attained the age of eighteen (18) years of age, or one parent or guardian of every family or individual membership under 18 shall be eligible to vote in the Annual Meeting and in any special meeting called by the corporation, provided that in each case, the member is also a member in good standing of the USFSA. Skating membership should be defined as full membership or introductory membership.
- f. All Board of Directors, Officers, Voting members, Committee Chairmen, and members, shall be amateurs in good standing according to USFSA rules.

**ARTICLE II. DUES AND FEES**

- a. Dues will be determined by the Board of Directors prior to enrollment of members for the coming season. They may vary for different types of memberships.
- b. Fees for special events may be levied at the discretion of the Board of Directors.

**ARTICLE III. BOARD OF DIRECTORS**

- a. Powers and Composition of the Board – All Authority for the policy making regulations and activities of the Club shall be vested in a Board of Directors which shall consist of seven (7) voting members, not more than one of whom shall be from the same family and not more than one (1) who shall be a SCWNY coach. The board shall also consist of a coach liaison who shall be the head coach of the Skating Club of Western New York. The coach liaison will not be a voting member of the board of directors but will act as an advisor to the board.
- b. Removal of a Member of the Board – Any member of the Board of Directors may be removed, for any cause which other members of the Board consider not to be in the best interests of the Club and the USFSA. Removal can be accomplished by a vote of a least five (5) members of the Board at any regular meeting. A board member who misses a total of three (3) meetings per year without good cause will forfeit their seat on the Board of Directors. The “year” will be defined as May 1<sup>st</sup> through April 30<sup>th</sup>.
- c. Filling of Vacancy on the Board – Any vacancy on the Board of Directors may be filled, for the balance of the year by a vote of five (5) members of the Board at any regular meeting. At the next Annual Meeting, a Director shall be elected for the unexpired term, if any. In the event of a tie, the Board of Directors will make the final determination.

- d. Qualifications of Members of the Board – A member of the Board shall be an amateur in good standing, in accordance with the USFSA Rules, shall be a member of the Club in good standing, at least eighteen (18) years of age, and registered with the USFSA. He shall be chosen because of his interest in the Club, and his willingness to assume the responsibilities of being a member of the Board of Directors.
- e. Member of Election – On or before April 1<sup>st</sup> of each year, the President shall appoint a nominating committee consisting of three (3) members, eighteen (18) years of age or over, who shall nominate a slate of candidates, to be voted upon at the Annual Meeting of the membership, for election as directors.

The **initial slate**, voted upon on in **April 1962**, consisted of three (3) groups of nominees:

Three (3) to be elected for three (3) years.

Three (3) to be elected for two (2) years.

Three (3) to be elected for one (1) year.\*

By-laws were amended in April 2013 by a vote at the Annual Meeting to change the Board of Directors to seven (7) members.

Two (2) or three (3) board positions will come up for election each year. The election slate shall consist of one (1) group of nominees and the two (2) or three (3) receiving the highest vote, shall be declared duly elected for a period of three (3) years. Additional nominations shall be taken from the floor (as write-in candidates).

f. Duties

1. Elect all officers of the Club, and approve all appointments of Standing Committees made by the President. They shall also define the scope and duties of all Standing Committees.
2. Remove any officer for any cause deemed sufficient by a majority of the Board.
3. See that the affairs and property of the Club are properly managed.
4. Suspend or expel any skating member from participating in any Club activity for any cause deemed sufficient by the Board.
5. Appoint a delegate from among its members to the United States Figure Skating Association.
6. For conduct of all meetings of the Board of Directors, the Roberts Rules of Order shall apply unless otherwise specifically directed in this Constitution and By-Laws.

7. The President, with approval of the Board, shall appoint all Standing Committees, determine their longevity, and define their powers and scope of activities. These committees may be composed of Board Members, Skating Members, interested persons in the community, or a combination of any or all.
8. Appoint a Hospitality Chairperson. This hospitality chairman shall be a member in good standing of the Skating Club of Western New York who will serve at the pleasure of the Board of Directors. This will be a non-voting member of the Board of Directors. The Hospitality Chairperson will be responsible for handling the hospitality duties at all Skating Club of Western New York functions.
9. Regular meetings shall be held bi-monthly from September to May inclusive. Special meetings may be called by the President upon at least seven (7) days written notice to the members, or by three (3) days notice given by telephone.
10. Compensation for specific duties can be awarded at the end of the fiscal year upon successful completion of said duties. Compensatory amounts are as follows: Spring Skate Festival Chair to receive complimentary club membership fee; Test Chair to receive complimentary test fees capped at \$100 annually; Hospitality Chair to receive two complimentary test fees per year; Ice Show Chair to receive free show registration capped at \$100.

#### **ARTICLE IV. MEETINGS OF THE CORPORATION**

- a. The annual meeting shall be called by the President during the month of April each year, for the purpose of electing directors for the ensuing year, and acting upon any other matters which may be properly brought before the membership.
- b. Special Meetings shall be called by the President upon the written request of at least (7) members in good standing who are qualified to vote.
- c. Notice of Meetings – Each qualified member of the club shall receive from the President, a written notice of each meeting at least ten (10) days in advance of the meeting.

#### **ARTICLE V. OFFICERS**

- a. The Board of Directors shall choose from among its members a President, Vice President, Secretary and Treasurer at the first meeting of the Board in June of each year.

- b. The Board of Directors shall choose each year at its first meeting in June one or more professional instructors, business manager, and such other qualified personnel as it considers necessary to carry out the objectives and activities of the Club. These persons need not be members of the Board of Directors.

**ARTICLE VI. DUTIES OF OFFICERS**

- a. President – The President shall be the chief executive officer of the Club. She/he shall preside at all meetings of the Board of Directors, and see to it that its mandates and directives are properly executed. She/he shall have supervision of the total interests of the Club and its property in all business and financial dealings. She/he shall sign for the Club all contracts and agreements which the Club may enter into by direction of the Board of Directors. She/he shall act as a general manager of the Club; shall carry out the instructions of the Board with respect to the day-to-day management of the Club's affairs; shall make arrangements for the use of rinks at such times as are considered to be practical or desirable, making contacts and agreements with the proper authorities concerned; shall negotiate rentals and other rink expenses, and upon authorization of the Board of Directors, may enter into contracts; and shall keep constant contact with the Club Professionals and see to it that the day-to-day requirements for the satisfactory, safe and expeditious handling of the skating sessions are met.
- b. Vice President – The Vice-President shall assist the President in the discharge of her duties, and in the absence of the President, or her inability to serve, shall assume the duties and obligations of the President. It shall be the specific duty of the Vice-President to conduct the annual campaign for skating members, to attend to their enrollment, and to remit to the Treasurer the total of dues received, together with a detailed report of same. She/he shall also supervise club publicity.
- c. Secretary – The Secretary shall keep detailed minutes of all meetings of the Board of Directors in a minute book provided for that purpose. She/he shall also keep a record of the activities of the skating membership, results of tests, special achievements, season activities, public announcements of interest, and all matters which future reference may be useful.
- d. Treasurer – The Treasurer shall have charge of the funds of the Club. She/he shall keep complete and detailed reports and records of all receipts and disbursements, and shall maintain any other books and records as may be required for the proper conduct of the Club finances. She/he shall render a written report on any or all parts of those records upon request of the President and the Board of Directors. Disbursements shall be made by the Treasurer only upon

authorization of the Board, or within such blanket authority as shall be granted by the Board to insure the smooth conduct of the Club affairs. She/he shall prepare a complete statement of the year's financial activities at the close of the fiscal year on April 30, which report shall be presented to the President in advance of the first Board meeting in June. The Board may in its own discretion and at any reasonable time, order an audit on the books of the Club.

- e. Club Professional Instructor – The Club Professional Instructor shall be selected by the Board of Directors and shall serve by agreement with the Board for such period of time and in such capacity as the Board may specify. Any member of the Club may request review, by the Board of Directors, of any action taken by a Club Professional, and the decision of the majority of the Board, in such matter, will be final.

#### **ARTICLE VII. QUORUM**

Provided always that the Directors have been properly advised of any intended meeting, a quorum for the conduct of business shall consist of four (4) members of the Board. Four (4) votes shall be required, however, to pass any motion except where otherwise explicitly stated in these By-Laws.

#### **ARTICLE VII. CLUB FUNDS**

The funds of the Club shall be kept in the name of the Club in a chartered bank in New York State. They may be withdrawn on authorization of the Board of Directors by check signed by any two (2) of the following officers: President, Vice-President, Treasurer, or other authorized signatory.

#### **ARTICLE IX. FINANCIAL YEAR**

The financial year of the Club shall run from the 1<sup>st</sup> day of May to the 30<sup>th</sup> day of April following.

#### **ARTICLE X. ALLOCATION OF FUNDS**

The Board of Directors in its sole discretion may allocate funds of officers or special committees for the special conduct of their designed activity. The Treasurer shall require a complete accounting, together with vouchers where practicable before issuing checks for these expenditures.

#### **ARTICLE XI. AMENDMENTS TO BY-LAWS**

These By-Laws may be changed or amended by a 2/3 vote of the members present at any annual or special meeting called for this purpose, provided only that the

proposed amendment shall have been presented to the Board of Directors, in advance, and shall have the endorsement of at least five (5) members of the Corporation.

**ARTICLE XII. CONFLICT RESOLUTION**

If any Club Member(s) has a complaint against another member(s) for an infraction of any By-Law or rule other than skating rules, they may file such complaint in writing to the Board of Directors. Such complaint will be investigated by the Board of Directors. If deemed necessary, the complainant will be given an opportunity to address the Board of Directors.

**ARTICLE XIII. CODE OF CONDUCT**

The Skating Club of Western New York strives to create an environment that facilitates the optimum development of each child as a skater and as a person. Such environment will support coaches in this effort as well as define lines of accountability for coaches, skaters and families. In order to create this environment, the following behaviors are expected of within the Skating Club of Western New York: Trustworthiness, Respect, Responsibility, Fairness, Teamwork and Sportsmanship. All members of the Skating Club of Western New York and their families are to abide by this official Code of Conduct. The Board of Directors shall take whatever measures are necessary to enforce this Code of Conduct up to and including removal of an athlete or coach for failure to comply.

**ARTICLE XIV. SOLICITATION, PROMOTION & TAMPERING**

The Skating Club of Western New York does not condone solicitation, promotion or tampering. The Board of Directors reserves the right to revoke coaching privileges if any of these actions are found to be taking place.

Amended: 6/12/13