

# Bolton Figure Skating Club, Inc.

## Constitution and By-Laws

Member, United States Figure Skating Association

As Amended and Adopted October 2009

# Constitution and By-Laws

## Bolton Figure Skating Club, Inc.

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## **Article I**

### **Name**

- Section 1. **Name:** The organization shall be known as **Bolton Figure Skating Club, Inc.** (the “Club”).
- Section 2. **Place of Business:** The Club shall have its principal place of business in the Bolton Ice Palace, Bolton, Connecticut, 06043.

## **Article II**

### **Purpose**

- Section 1. **Purpose:** The purpose of the Club is to encourage amateur figure skating by all persons, regardless of sex, religion, creed, color, or age; to improve and advance all forms of amateur figure skating and maintain uniform standards of skating proficiency; to encourage and support amateur programs in figure skating; to promote competitions, ice shows and exhibitions; to encourage the physical health of persons of all ages and particularly the development of young persons by encouraging interest in figure skating/Learn to Skate programs; to encourage and cultivate a spirit of fraternal feeling among ice skaters; and to carry out the general policies of the United States Figure Skating Association (“USFSA”).

## **Article III**

### **Officers**

- Section 1. **List of Officers:** The Executive Officers of the Club shall be: the President; the Vice President(s); the Secretary; the Treasurer; and, if the Board should so determine, one or more Vice Presidents, Assistant Treasurers or Assistant Secretaries, each of whom shall have such responsibilities as the Board shall determine. In addition, the Board may elect such other non-Executive Officers as it may from time to time determine necessary or appropriate for the conduct of the Club’s business. No one person shall serve simultaneously both as President and Treasurer, whether by virtue of election to both such positions or simply de facto by virtue of performing the functions of both such positions.
- Section 2. **Duties of Officers:** The officers of the Club shall have the following duties:

2.1 **Duties of President:** It shall be the duty of the President to take charge of the Club and to preside at all meetings of the Club and of the Executive Board. The President shall have: the entire supervision and management of the Club and its property pending the action of the Executive Board; the power to suspend any Club Member for violating the By-Laws or regulations of the Club, pending the approval of the Board; the power to call special Board meetings and Club meetings; and such other powers as the Executive Board may from time to time delegate.

2.2 **Duties of the Vice President(s):** It shall be the duty of the Vice President(s) to assist the President in the discharge of duties and in his/her absence, to assume such function of the President and the President or Executive Board may delegate.

2.3 **Duties of the Treasurer:** The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report when requested by the President of the Executive Board. Disbursements shall be made only upon vouchers approved by the Executive Board. The Executive Board shall have the power whenever it deems it necessary to appoint an acting treasurer. The club's funds shall be deposited in the name of the club in a bank approved by the Executive Board or \_\_\_\_\_ies approved by the Executive Board. All disbursements by check shall be signed by the Treasurer and by the President, or another officer or member of the Executive Board designated by the Executive Board. The Treasurer will be responsible for providing necessary information to the accountant for tax preparation and 1099 forms. The Treasurer may be bonded.

2.4 **Duties of the Secretary:** It shall be the duty of the Secretary to keep the minutes of the meetings of the Club and of the Executive Board, to supervise all reports and documents connected with the business of the Club. The Secretary shall also supervise the correspondence of the Club and prepare and issue notices of all meetings of the Club and Executive Board. The Secretary shall be responsible for filing the necessary paperwork for sanctioning the annual Club Show, if no other sanctioning officer has been determined.

## Article IV

### **Executive Board**

Section 1. **Membership:** The following members shall make up the Board.

- 1.1 **Officers:** The President, Vice President(s), Secretary and Treasurer, but no other officers, shall be on the Executive Board.
- 1.2 **Rink Representative:** A representative from the Bolton Ice Palace shall be a non-voting member of the Board.
- 1.3 **Professional Representative:** The Club Professionals may elect one of themselves (current Full PSA Membership and Bolton Figure Skating Club member) to attend each meeting of the Board, with the ability to cast a single vote on behalf of the professionals, so long as the Executive Board agrees that no conflict of interest exists. Should the Executive Board declare a conflict of interest, the Professional Representative is permitted to observe, but with no voting rights.
- 1.4 **Elected Members:** In addition, there shall be at least two (2), but no more than five (5), other members of the Board, each of who shall be elected by the Executive Board. In the case of Co-Vice Presidents, there shall be at least one (1) additional member, but no more than five (5).

Section 2. **Term of Office:**

- 2.1 **Executive Officer Members:** Executive Officers shall be elected at each Annual Meeting for a term extending until the next Annual Meeting. No person shall be elected to the same Executive Office at more than two (2) consecutive Annual Meetings of Club members, unless they are running unopposed. They can serve on the Board in another capacity.
- 2.2 **Rink Representative:** The current Rink Representative of the Bolton Ice Palace shall serve for so long as he/she retains such employment or until such earlier time as the Executive Board or Club Members choose to delete Section 1.2 of this Article from these By-Laws.
- 2.3 **Elected Members:** The one (1) or more members of the Board elected by the Executive Board shall each hold office for a period of three (3) years, at

least one member to be elected annually. In order to maintain staggered terms, the Board may periodically adjust prospectively the terms for which any member is to be elected.

## **Article V**

### **Elections**

#### Section 1. **Nominating Committee:**

1.1 **Number of Members:** There shall be a Nominating Committee selected by the Executive Board and comprised of three (3) Club Members, one of whom is not an officer or member of the Board.

1.2 **Duties:** The Nominating Committee shall nominate candidates for President, Vice-President(s), Treasurer, Secretary, and one Board Member, or more if any vacancy exists, for election at the Annual Meeting of Club Members, as well as candidates for such other Executive Offices as the Executive Board may direct pursuant to Article IV, Section 1. The names of such candidates with the Executive Offices for which they are nominated shall be posted at least three (3) week prior to the Annual Meeting. No candidates shall be elected to any Executive Office unless he/she has either been nominated as herein provided and has consented to such nomination or has submitted his/her name to the Nominating Committee or the President with a statement as to what position he/she would like to run for. Such person's name and the position to which he/she would like to be elected shall be posted by the names of the other candidates for office, provided he/she is a Club Member in good standing and his/her election to such position would not violate the terms of the By-Laws or of any law. All candidates must be eighteen (18) years of age or older and must be or become Club Members.

#### Section 2. **Time and Method of Elections:**

2.1 **Executive Officers:** The President, Vice President(s), Secretary and Treasurer, as well as such other Executive Officers as the Executive Board may direct pursuant to Article IV, Section I, shall each be elected at the Annual Meeting of Club Members and shall each hold office for one (1) year thereafter until the next Annual meeting or until such time as their respective successors are elected.

- 2.2 **Method of Voting:** Voting shall be by written Ballot, proxy (proxy form to be signed and submitted to board at time of meeting) or through an email vote (email votes must be submitted to secretary and a member at large, the secretary will reply in order to confirm authenticity. Members who choose the use of email to cast vote, recognize the concession of anonymity for their ballot) and the person receiving the greatest number of votes cast for each position being filled shall be elected.

## **Article VI**

### **Powers and Duties of the Executive Board**

- Section 1. **Meetings:** The Executive Board shall meet at least three (3) times a year. The date of such meetings shall be stated by the President, or in his/her absence, by a Vice-President.
- Any three (3) members of the Board may call a Board meeting upon written Notice to all members of the Board. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the three members requesting the meeting.
- Section 2. **Quorum:** Four (4) members shall constitute a quorum.
- Section 3. **Authority:** The Executive Board shall have entire authority in the management of the affairs and finances of the club and shall have general control of all its property. All rights and powers connected therewith shall be vested in the Board.
- Section 4. **Rules:** The Executive Board shall make such rules as it deems proper respecting the use of the Club's property and may prescribe rules for the admission of non-Club members; may fix penalties for offenses against the rules; and may make rules for the government of the Board and of the committees appointed by the Board.
- Section 5. **Appropriations:** All appropriations from the funds of the Club shall be made by the Executive Board.
- Section 6. **Audits:** The Executive Board shall review all records of the Secretary, the Treasurer, and the Committees.
- Section 7. **Indebtedness:** The Executive Board shall have the power to limit the indebtedness of a Club Member.

- Section 8. **Candidate for Membership:** The Executive Board may elect to membership in the Club, as hereinafter provided, such candidates as it considers desirable. A majority vote is required. No rejected candidate shall be eligible to membership within six (6) months after rejection. Discrimination against persons based on sex, religion, creed, race or age will not be tolerated.
- Section 9. **Suspend or Expel:** The Executive Board shall have the power to suspend or expel any Club Member for violations of the Constitution and By-Laws or for conduct which it deems improper, but no Club Member shall be expelled or suspended for longer than thirty (30) day without a hearing.
- Section 10. **Readmit to Membership:** The Executive Board may readmit to membership, without the payment of a second initiation fee, any former Club Member whose resignation has been fully accepted. Such readmission shall be by ballot, a majority vote being necessary for reinstatement. No rejected candidate shall be again proposed for reinstatement within six (6) months after rejection.
- Section 11. **Drop and Reinstate to Membership:** The Executive Board may, as hereinafter proved, drop from the roll any delinquent Club Member and also may reinstate such members as hereinafter provided.
- Section 12. **Standing Committees:** The Executive Board may appoint all standing committees with full authority over them except as hereinafter provided and may appoint or discard such other committees as it shall deem necessary or appropriate.
- Section 13. **USFSA Delegate:** The Executive Board shall elect a Delegate or Delegates to the United States Figure Skating Association. The club Secretary shall inform the Association's Secretary, in writing or by e-mail, of the name and address of the Delegate elected. Said Delegate shall be the sole representative between the club and the Association and shall attend the Association's meetings, either in person or by proxy. The Board may, as it deems fit, pay the traveling expenses of the Delegate to the Association's meetings.
- Section 14. **Clerical Assistance:** The Executive Board shall have the authority to make, in its discretion, appropriations for clerical assistance to the Secretary.
- Section 15. **Expenditures and Revenues:** The Executive Board shall prepare and submit to the Annual Meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet such expenditures.
- Section 16. **Board Member Limitations:** The office of a member of the Board shall be ipso facto vacated if such member:

1. is found to be of unsound mind;
2. is convicted of a criminal offense;
3. resigns such office; or
4. ceases to be a member in good standing of the Club.

Section 17. **Club Conflict Resolution:** If conflicts arise amongst Club Members there must be an attempt to resolve the conflict by the Club before turning to the USFSA. There is a fee charged by the USFSA for handling Club dispute resolutions.

## **Article VII**

### **Standing Committees/Chairperson**

Section 1. **Names:** The Standing Committees or chairperson shall include such of the following committees as the Executive Board may choose to establish: (1) Membership Chairperson; (2) Rules Chairperson (3) Tests and Competition Chairperson; (4) Show Committee; (5) Theatre On Ice Chairperson; (6) Publicity Chairperson as well as such other committees as the Executive board may deem necessary. Members of these committees or individual contacts shall be appointed annually by the Executive Board at its regular meeting following the Annual Meeting of Members.

Section 2. **Membership Chairperson:** The Membership contact shall keep records of all members of the Bolton Figure Skating Club and collect payments for the Treasurer.

Section 3. **Rules Chairperson:** The Rules contact shall make rules and arrangements for conduct of the club members during the regular skating sessions. Rules and Regulations shall be approved by the Executive Board and communicated to the member via email, mail, or bulletin board.

Section 4. **Tests and Competitions Chairperson:** The Tests and Competitions contact shall have complete charge of giving USFSA tests or setting dates and obtaining approved USFSA judges for the tests. The decision shall rest with this contact, along with the skating instructor, as to a person's eligibility to enter any such tests and competitions. It is the duty of the Tests and Competitions contact to ensure all members are in good standing.

Section 5. **Ice Show Committee:** The Ice Show Committee shall consist of three (3) members who will act as Chairpersons of such sub-committees as the Executive

Board may designate. The members of the sub-committees shall be appointed by the Chairpersons of each sub-committee but must be approved by the Executive Board. This committee is responsible for delegating the tasks to put the show on. Tasks such as; Snack Bar, Setup, and Clean-up, LTS bake sale, flowers, programs, music, costume distribution and fitting, etc.

Section 6. **Theatre On Ice Chairperson:** The Theatre On Ice contact is responsible for coordinating the tasks involved with putting on this production in competitions or shows. This includes delegation of costumes, props, traveling arrangements, etc.

Section 7. **Publicity Chairperson:** This person is responsible for advertising Club events, such as the Ice Show or special classes/events held at the rink as sanctioned by the Bolton Figure Skating Club.

Section 8. **Board Meetings:** The Chairpersons of these committees or a contact/representative of the committee may be requested by the President to attend special meetings of the Executive Board. They may enter into and take part in all discussions, but may not vote, unless they are already on the Board.

## **Article VIII**

### **Membership**

Section 1. **Classes for Membership:** The classes of membership shall be Junior, Non-Home (Associate), Honorary, and Adult Club Members.

1.1 **Adult Members:** Adult members shall be at least eighteen (18) years of age. They shall have the right to vote and hold office and enjoy all the privileges of the Club.

1.2 **Junior Members:** Junior members shall be under eighteen (18) years of age and shall not themselves vote or hold office; however, they shall enjoy all other privileges of the Club.

1.3 **Collegiate Members:** Collegiate members shall be enrolled in college. This is a one-time membership that is good for four consecutive years. First year to include the USFSA fee for the four years (as stipulated by USFSA) and club dues. Next three consecutive years membership will include dues for club only. They shall enjoy all the privileges of the Club, which will include the right to vote and hold office (should the member be at least eighteen (18) years of age).

1.4 **Non-Home/Associate Club Members:** Non-Home Club members shall not vote, hold office, or have other privileges of the Club except those relative to use of ice and testing.

1.5 **Honorary Members:** Honorary members may be elected by a two-thirds (2/3) vote of the Adult members present at any meeting of the Club. Honorary members shall be free from initiation fees, dues, or assessments. They may represent the Club in exhibitions and attend ice skating sessions under the same rules governing other members. They shall not vote, hold office or be entitled to other privileges of the Club.

1.6 **Adult Non-Skating Members:** Adult non-skating members shall be at least eighteen (18) years of age. They shall have the right to vote, provided they have been elected to a position on the Board. Adult Non-Skating Members, do not have the privilege relative to the use of the ice. Fees relative to USFSA membership.

Section 2. **Membership Voting Privileges:** All Adult members and Adult Non-Skating members are eligible to vote (1 vote). A Junior Member is entitled to only one vote per family, to be exercised by a parent or other legal guardian. Collegiate members are eligible to vote (1 vote) should they be at least eighteen (18) years of age. Should a collegiate member have not yet reached eighteen (18), then one vote shall be exercised by a parent or other legal guardian.

Section 3. **Arrears for Dues/Fees:** Any Club member in arrears for dues or other indebtedness shall be notified in their Club mailbox, mail, or email, by either the Membership Contact or a member of the Executive Board. The notice shall indicate the amount due, with any additional indebtedness. The Club reserves the right to assess late fees and charge interest at the maximum rate permitted by law, on balances over (30) days' old. If the amount posted is not paid in full within one (1) month thereafter, the name of the delinquent shall be reported to the Executive Board, which may then drop the club Member from the Club. A Club member dropped for non-payment of dues, or other indebtedness, may, upon payment of same, at the discretion of the Executive board, be reinstated to full membership.

Section 4. **Arrears for Dues Restrictions:** No Club member (or in the case of a Junior Member, the parent or guardian thereof), in arrears for dues, or other indebtedness, shall be eligible to hold office, vote, enter any Club or USFSA competition or take any USFSA tests.

Section 5. **Resignation:** Any Club member not in arrears for dues or other indebtedness may tender a written resignation of his/her membership.

Section 6. **Responsibilities for Guests:** Club Members shall be responsible for the conduct and indebtedness of all persons admitted to the club's property at their request.

Section 7. **Board Approval for Competition or Exhibition:** No Club Member or members shall make entry in the name of the club in any competition or exhibition except with the approval of the Executive Board. In order to receive approval for entry into a competition or exhibition, a Club Member must be in good standing.

## **Article IX**

### **Club Meetings**

Section 1. **Time:** There shall be one (1) Annual Meeting for Club Members each year, which shall be held at such place and on such date and time as the Executive Board shall determine, but in any event, not later than June 30<sup>th</sup> of each year.

Section 2. **Special Meetings:** The Secretary shall call special meetings at the direction of the President, or upon the written request of twenty (20) Club Members in good standing, which request shall state in detail the purpose for which the meeting is being called. The Executive Board shall set the date, time and place for all special meetings.

Section 3. **Quorum:** The lesser of twenty (20) Club Members or twenty percent (20%) of the voting membership shall constitute a quorum for the transaction of business.

Section 4. **Notices:** Notices of Annual and Special Meetings shall be mailed or emailed by the Secretary to every Club Member at least ten (10) days in advance thereof and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

Section 5. **Special Meeting Limitation:** No business shall be transacted at a special meeting except that of which notice was given.

## **Article X**

### **Discipline**

Section 1. **Procedures:** Any Club Member or Members having a complaint against another Club Member for the infraction of any law or rule, other than skating rules, or for conduct injurious to the welfare of the Club, may report the same in writing to the Executive Board. 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 Board shall be held as soon as possible to investigate same. No action shall be taken against the party complained about unless the complaining party or parties, and the Club Member complained of, have each received at least seven (7) days' notice of such meeting and been given the opportunity to be heard with their witnesses. An appeal for the decision of the Executive Board may be taken to the Club within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting of Club Members shall thereupon be called for the consideration of the case. A two-thirds vote of those present and eligible to vote at such a meeting at which a quorum is present shall be necessary to reverse the decision of the Executive Board.

## **Article XI**

### **Fees, Dues, and Assessments**

Section 1. **Prospective Members:** A prospective member from the Learn To Skate program may be admitted to one (1) Freestyle session provided his/her presence is known by a Board Member. It is the responsibility of the prospective member to pay his/her fees for ice time as established by the Rink and follow all Rink rules and policies.

Section 2. **Guests:** A visiting skater from another USFSA member club may skate during freestyle time in accordance with Rink rules and policies.

## **Article XII**

### **Adoption of Constitution and By-Laws**

Section 1: **By the Executive Board:** By-Laws may be adopted, repealed or amended by the affirmative vote of two-thirds majority of the members of the Executive Board, provided, however, that the Executive Board may not thereby nullify any such changes effected during the preceding six (6) months.