



## Constitution and By-laws

**Commented [CAM1]:**

NOTE:

For ease of reading. This document assumes amendment #1 and #2 are accepted by the membership.

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Club Name: CBS Skating Club

Inception Date: 1977

Constitution Revision Date: 2020

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CBS Skating Club  
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## CONSTITUTION OF THE

Name of Club: CBS Skating Club

Club Number: 1001012

Date of Inception: 1977

Date of Revision to Constitution: 2020

### ARTICLE 1: NAME OF CLUB

The Name of the Club shall be CBS Skating Club hereinafter called the Club.

### ARTICLE 2: SKATE CANADA

- a) A not-for-profit skating club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada skating programs for Skate Canada members
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada.
- c) The Club shall abide by all Skate Canada By-laws, and policies including Club and Skating School Minimum Operating Standards Policy
- d) The Club is located in the Newfoundland/Labrador Section of Skate Canada..

### ARTICLE 3: PURPOSE OF THE CLUB

- a) The purpose 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, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are enrolled as registrants of Skate Canada.
- c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- d) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

### ARTICLE 4: BY-LAWS OF THE CLUB

- 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 Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws.
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada By-law relating to that club.

## BY-LAWS OF THE CBS Skating Club

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### MEMBERSHIP

#### By-Law 1: Club Membership

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

#### By-Law 2: Skate Canada and Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.

#### By-Law 3: Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada.

#### By-Law 4: Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club 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 club membership.

#### By-Law 5: Setting of Club Fees, Rules and Skating Hours

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

#### By-Law 6: Suspension and Expulsion from the Club

The Board of Directors may, by written notice, suspend or expel a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Board of Directors shall give to the individual an explanation for the termination of membership on request. The individual, if he/she so desires, shall have the right of appeal, first to the Board of Directors, and then to a General meeting of members. The Club Board shall develop a suspension and expulsion policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures.

#### By-Law 7: Classes of Club Membership

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

Individual membership: Non-skating members who have paid the fees as set by the club and are enrolled as registrants of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. Individual members include Board Members, Committee Coordinators, Parent representatives, Team Managers, Officials, etc..

**Commented [CAM2]:** Amendment #3: Clarification of Membership  
Rationale: Clarification of roles that are included in this membership class and voting privileges.

Active Membership: All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the club and are enrolled as registrants of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members). Excludes members of the CanPowerSkate Program.

Active Member (Non-voting rights): An active member (Non-voting rights) is a member who meets the criteria of the Active Membership and is a participant in the CanPowerSkate program.

Special Membership: Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are enrolled as registrants of Skate Canada. Each member shall have one vote. With the restriction that each person can only cast one ballot.

Partial Membership: All eligible skaters who are enrolled as registrants or Restricted Members of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. These members do not have voting privileges and they may not hold office.

Honorary Membership: The Annual Meeting of members may elect any person an Honorary Member of the club. An Honorary Member shall be exempt from club dues (but not Skate Canada dues). These members do not have voting privileges.

**Commented [CAM3]:** Amendment #3 above

~~Restricted Membership: A restricted member is 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. A restricted member is not permitted be entitled to hold elected office, may not vote at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions. [See Skate Canada By-law 1201 (1) (c) (xi), By law 1202 (2) and Rule 2001.]~~

**Commented [CAM4]:** Amendment #4: Adding in Coach Membership class and removing of Restricted Membership Class  
Rationale: Skate Canada By-law 1201 no longer exists. These restrictions were in place at a time that the non-profit act would not allow members who were paid to vote or hold office. This has since changed. Skate Canada no longer has these restrictions on members.  
Note: This updated will no longer have restrictions on employees to vote as long as they fit into another membership class.  
The Club Coaches are an important part of Club membership and should be classified in the constitution.

Club Coaches: Considered a Registered Professional Coach in Good Standing with Skate Canada and are actively coaching with the Club. Club Coaches shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

## LIABILITY

### By-Law 8: Liability

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. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

**CLUB MANAGEMENT**

By-Law 9: Members of Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be enrolled as registrants of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

By-Law 10: General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of :

Core Executive position including:

Title	Elected Every
President	Odd Year
Vice-President	<del>Even</del> -Odd Year
Treasurer	<del>Odd</del> -Even Year
Secretary	Even Year
Coaching representative	Yearly*

~~and other positions which may also include, but not be restricted to the following:~~

Director positions include:

Title	Elected Every
Events Director	Yearly
<del>Club Development and Program</del> Director	Yearly
<del>Program Director</del>	Yearly
<del>Synchro Director</del>	Yearly
Athletics representative	Yearly

The Core Executive shall be elected every two years with half the executive elected each year at an annual general meeting. The Immediate Past President will remain on the Board of Directors for a term of 1 year.

\*The coaching representative shall be elected by the Club Coaches through an electronic vote after the AGM.

10-1 Maximum Term Length

Board of Directors can only serve a maximum of four (4) years in the same position. Exception for the Coaching Representative and Athletics Representative as decided on by the coaches.

10-1 Hiring of Contracts and Employees

The Core Executive has the right to hire on a contract basis for a maximum of twelve-month period club required positions.

**Commented [CAM5]:** Amendment #5 – Change Term Cycle for Core Executive positions

Rationale: Having the President and Treasurer positions change in the same year causes strain as they are the key members of the financial committee. Having alternating years will allow for better knowledge transfer. In addition Skate Canada has recommended Clubs build succession planning into their Club procedures. Having the Vice President and President change in the same year allows the Vice President to move into the President role if they chose to do so and is voted in by the membership.

**Commented [CAM6]:** Amendment #6 – Remove other Director positions

Rationale: Director positions are decided at the AGM by membership. Other positions are committee/coordinator positions which do not need to be listed in the constitution as they are not voting positions.

**Commented [CAM7]:** Amendment #7: Add a Program Director Position including Synchro.

Rationale: Currently there are too many responsibilities under the Club Development and Program Director position to be reasonable for a volunteer position. See attached Board Structure.

In addition members have asked for all Programs to have equal representation on the board.

The Program Director will be responsible for all club programs CANSkate, STARSkate, Competitive Skate and Synchronized Skating.

See Bylaw 22-2 for amendment to role descriptions for Club Development Director and Program Director

Skater Development will fall under Programs because Skater Development initiatives are built into the Club programs. In addition Parent Representative roles will be renamed to coordinator to ensure all programs are represented equally.

If Amendment #7 does not pass.  
Amendment #7- 1: CanSkate Program Parent Coordinator and STARSkate and Competitive Program Parent Coordinator become Director Positions

Rationale: All Programs within the Club are of equal importance and should to have equal representation on the board.

**Commented [8]:** Amendment #8: Maximum Term Length

Rationale: Having a maximum board length is important for board succession and keeping fresh ideas on the board.

Exception for the Coaching Representative and Athletics Representative as decided on by the coaches.  
There is a smaller pool of applicants for these positions. Turnover in these positions would be encouraged but not mandated by the by-laws.

#### By-Law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Past board members are expected to assist with the transition to the new board members for a period of two months. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

#### By-Law 12: Fee payment

The Club shall pay the fee for enrolled registrants of Skate Canada for all Board of Directors members.

#### By-Law 13: Core Executive Committee

There shall be a Core Executive committee of the Club consisting of the President, Vice President, Treasurer, Secretary, and Coaches Representative, Events Director, Club Development and Program Director, Synchro Director and Athletics Representative. The Core Executive Committee shall oversee the implementation of policies set by the Board of Directors and shall oversee the operations of the Club. The Executive Committee shall have the powers of the Board of Directors between meetings and any decision by the Executive Committee in lieu of the Board of Directors must be brought to the next Board of Directors meeting for ratification. Meetings of the Executive committee shall be at the call of the President at such time and place as members of the Executive Committee shall decide is most convenient. A quorum of the Executive Committee shall consist of three members, including the President. A majority vote of those present shall be sufficient to decide any question.

#### By-Law 14: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair and two members of the Core Executive committee (By-law 13) shall be present.

NOTE: 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.

#### By-Law 15: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next Annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.

#### By-Law 16: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

#### By-Law 17: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty.

- a) Shall preside at all meetings of the Club and the Board and shall only vote in the case of a tie.
- b) Shall be eligible to sit as a member on all committees.
- c) Shall chair the finance committee
- d) Shall oversee Club Employees
- e) Shall delegate responsibilities to the members of the Board.
- f) Ensure that meetings are held in accordance with the Constitution.

**Commented [9]:** Amendment #9: Transition of Board members

Rationale: Knowledge transfer is important for the success of the Club. This will allow for ease of transition for new board members to become familiar with expectations and responsibilities.

**Commented [CAM10]:** Amendment #10 – Update Core Executive to match online version of the Constitution.

Rationale: The online version of constitution is different from the original 2016 version. A vote is needed at the AGM to ratify this change.

**Continue in By-Law All Board member positions must have nominations in prior 3 days prior.**

- e)g) Represent the Club in all public matters or appoint a designee to do so.
- f)h) Shall be the Club's representative for all matters concerning Skate Newfoundland and Labrador and Skate Canada.
- g)i) Shall represent the Club at meetings of the Avalon Region or appoint a designee to do so.
- h)j) Shall have financial signing authority along with the treasurer and one (1) other members of the Board of Directors.
- i)k) Shall work with the Club's Technical Director to oversee the booking/cancellation and maintenance of all ice time required by the Club. Along with the Technical Director S shall work with Arena Management and Town of CBS to ensure the ice time requirements of the Club are met.
- j)l) Shall ensure the proper organization and scheduling of registrations for all programs run by the Club.
- k)m) Shall oversee and support the Technical Director/Club Administrator in the communicating e all important information to all members and coaches necessary to perform their roles within the Club.
- l)n) Perform any other duties deemed necessary by the Board.

**Commented [11]:** Amendment #11: Adding Club employee responsibilities

**Rationale:**  
Before the club had a paid technical director, these were responsibilities of the president, however with this new position, it is no longer the sole responsibility of the president.

**By-Law 18: Role of Vice-President**

It shall be the duty of the Vice-President to assist the President in the discharge of their duties and in the absence of the President, to assume their duties and officiate in their absence. The Vice-President shall become President should that office become vacant for any reason until the next Annual General Meeting.

- a) Shall liaise with and be responsible for all contracts with the Club's professional coaches.
- b) In consultation with the Program Administrators and the Board of Directors shall arrange for suitable professional (Skate Canada) coaches for all club programs.
- c) Shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.
- d) Shall represent the club at the Avalon Region monthly meeting (or appoint a designee to do so) and report to the Board of Directors.
- e) Will ensure that the coaches have proper documentation submitted.
- f) Perform any other duties deemed necessary by the Board.

**By-Law 19: Role of Treasurer**

The Treasurer shall be responsible for:

- a) The safe control of all club funds.
- b) Preparing (with help from the President and Vice-President) and submitting to the Board of Directors an annual budget and keeping such records as are required for financial review.
- c) Arranging for an unaudited annual financial statement.
- d) The signing of all club cheques along with one other signatory.
- e) All financial records pertinent to the Club.
- f) All necessary documents as required by the auditing authority put in place by the Board of Directors.
- g) All payroll and accounts payable.
- h) Performing any other duties deemed necessary by the Board.

**By-Law 20: Role of Secretary**

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate including:

- a) Taking minutes at all meetings, as well as type them and distribute them to the Board via email within 2 weeks of the meeting before the next meeting.
  - b) Maintain a file of Board meeting minutes.
  - c) Shall oversee all correspondence for the Board or the Club and present the Board with all pertinent information received by the Club.
  - d) Pick up mail on a weekly basis and distribute as needed.
- 4)e) Send out notice of Board of Directors and general meetings of the Club

**Commented [CAM12]:** Amendment #12: Clarification of distribution of information

**Rationale:** Timelines to ensure information is provided in a timely manner.



e) Perform any other duties deemed necessary by the Board.

By-Law 21: Coaches Representative

- a) Shall act as a representative on the Board for all coaches with the Club.
- b) Shall act with the best interest of all coaches in matters pertaining to policies, procedures and individuals.
- c) Shall ensure that the coaches with the Club are at the acceptable qualification level for the task they are performing for the Club.
- d) Perform any other duties deemed necessary by the Board.

By-Law 22: Other Director Positions

22-1 Events Director

Will oversee the scheduling of Special Events and assist the organizers of such events, which include (but are not limited to) tests days, competitions and the Ice Show.

Reporting to the Events Development Director is, but not limited to:

1. Ice Show Coordinator
2. Competition Coordinator

The director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly board meetings. Also they will be expected to check the Skate NL website on a regular basis looking for important information that may need to be passed on to parents. The Director will be required to give a report to the board at each monthly meeting.

22-2 Club Development and Program Director

Will oversee all initiatives related to Club Development. This includes, but is not limited to Fundraising, and Public Relations. Must attend monthly board meetings and provide a report to the board.

Reporting to the Club Development Director is, but not limited to:

1. Fundraising Coordinator
2. Fundraising Treasurer
3. Public Relations Coordinator

The Director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly board meetings. The Director will be required to give a report to the board at each monthly meeting

22-3 Program Director

Will oversee all initiatives related Club programs and will ensure parents have been informed of all opportunities for their skaters. Will oversee the operations of all skating programs including: CanSkate, STARSkate and Synchro.

Reporting to the Program Director is, but not limited to:

1. Skater Development Coordinator
2. Synchro Parent Program Coordinator
3. Starskate/Competitive Parent Program Coordinator
4. CANSkate Parent Program Coordinator
5. Assessment Coordinator

Commented [13]: Amendment #7 Continue

The Director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly board meetings. The Director will be required to give a report to the board at each monthly meeting

#### Director

~~Will oversee all programs that relate to the development of our club and will ensure parents have been informed of all opportunities for their skaters.~~

~~Reporting to the Club Development and Program Director is, but not limited to:~~

~~Skater Development,~~

~~Fundraising, and~~

~~Public Relations.~~

~~The Director will be responsible for working with the Competition Chair to submit competition applications from the club when necessary; Skater Development Coordinator, Fundraising Chair, and the Public Relations Chair. Must attend monthly board meetings and provide report to the board.~~

#### 22-3 Synchro Director

~~Will oversee the operations of all Synchro programs. The director will be responsible for working with the Synchro Coaches, Managers and Core Executive. The Director will be expected to complete the following duties:~~

~~To communicate any issues, concerns and updates to the Board at the monthly meeting.~~

~~Shall oversee the organization and operation of the program for all Synchro teams.~~

~~Will meet on a regular basis with all team managers to see that all deadlines and arrangements have been made.~~

~~Ensure that proper arrangements have been made for any travel for competitions.~~

~~Attend Board meetings when requested by the Board.~~

~~Perform any other duties deemed necessary by the Board.~~

#### 22-4 Athletics Representative

- Shall act as a representative for all skaters in the Club.
- Shall be appointed by coaches and approved by the Board of Directors annually.
- Perform any other duties deemed necessary by the Board.
- Report any issues, ideas, concerns to the Vice-President.

#### By-Law 23: Committees – President and /or the Vice President as ex-officio member

The President and/or the Vice President shall be an ex-officio member of all committees.

#### By-Law 24: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be enrolled as registrants of Skate Canada

Committees are a vital part of our organization and are needed for brainstorming and generating ideas. All ideas generated will be presented to the Board for approval. Upon approval the committee will help implement the program(s) decided on by the Board. ~~The following is a list of Committee Coordinators that will report to their designated Director.~~ These positions are for a one year term and are all up for nomination this year. These Coordinators will lead a committee (where appropriate) and the Coordinator will be invited to Board meetings on an as-needed basis.

#### Skater Development Coordinator:

- ~~Will discuss skater development ideas with the Club Development and Program Director, who will relay all information to the Board at monthly meetings.~~

#### **Commented [CAM14]:** Continue Amendment #7-1

##### CanSkate Program Parent Director

Responsibilities include:

1. Communicate any concerns from parents to the Board
2. Will work with the CanSkate Coordinator, Session Administrators and Technical Director to oversee the operations of the CanSkate program.
3. Work with the Skater Development Coordinator on initiatives related to CanSkate Programs
4. Will assist in recruiting volunteers for the CanSkate Program (e.g., help with set up, gate supervision as well as passing out and collecting pinnies).
5. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

##### STARSkate and Competitive Program Parent Director

Responsibilities include:

1. Communicate any concerns from parents to the Board
2. Find a Volunteer to be Team Treasurer
3. Will work with the STARSkate Coaches and Technical Director to oversee the operations of the STAR and Competitive programs.
4. Work with the Skater Development Coordinator on initiatives related to the STAR and Competitive Programs
5. Welcome parents at the beginning of the season by assisting the Program Director with planning a STARSkate parent meeting.
6. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

##### Synchro Program Parent Director

Responsibilities include:

1. Communicate any concerns from parents to the Board
2. Finding volunteers to be Team Managers and Team Treasurer.
3. Will work with the Synchro Coaches, Synchro Coach Coordinator and Team Managers to oversee the operations of all Synchro teams.
4. Will work with Club Administrator to ensure all teams are registered and make sure all changes are updated in Skate Canada's system.
5. Will work with the Synchro Coaches and Synchro Coach Coordinator to plan tryouts and choreography sessions (if needed).
6. Work with the Skater Development Coordinator on initiatives related to the Synchro Program
7. Will meet on a monthly basis with all team managers and treasurers to see that all deadlines and arrangements have been made.
8. Ensure that proper arrangements have been made for any travel for competitions.
9. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

#### **Commented [CAM15]:** Amendment #13: Move Coordinator Role to policy document

Rationale: Rationale for deleting position responsibilities is that these positions are subject to change on an as needed basis and the duties are also subject to change. SkateNL/Skate Canada has recommended that committee position details are not listed in a club's constitution, but instead are in a club operations manual with all other policies. These positions will still exist, however this is not the correct place for them to be described.

This allows flexibility to meet the needs of the club on a yearly basis. The Board and Coordinators will review and finalize all responsibilities at the summer planning meeting. See attached for current list from the by-laws consolidated with the responsibilities from other policy and procedure documents.

- ~~b) Will work with the Club Development Director to help plan activities/events for our skaters to benefit their skill development.~~
- ~~c) Oversee and assist test coordinator with test days.~~
- ~~d) To help implement off ice sessions for our skaters.~~
- ~~e) To attend monthly Board meetings when deemed necessary by the Board.~~
- ~~f) Perform any other duties deemed necessary by the Board.~~

**Fundraising Coordinator:**

- ~~a) Will bring fundraising ideas to the Club Development and Program Director, who will relay all information to the Board at monthly meetings.~~
- ~~b) To lead and organize a fundraising committee.~~
- ~~c) To plan and organize any board approved fundraising events.~~
- ~~d) To attend monthly Board meetings when deemed necessary by the Board.~~
- ~~e) Perform any other duties deemed necessary by the Board.~~

**Public Relations Coordinator:**

- ~~a) Will bring ideas and concerns to the Club Development Program Director who will relay the information to the Board at monthly meetings.~~
- ~~b) Will assist with updating the clubs social media and the Club Website.~~
- ~~c) Will attend Board meetings when deemed necessary by the Board.~~
- ~~d) Perform any other duties deemed necessary by the Board.~~

**CanSkate Parent Representative:**

- ~~a) Communicate any concerns from parents to the Club Development and Program Director who will bring the concerns to the Board at the monthly meetings.~~
- ~~b) Shall assist the coaches and Board with the running of the CanSkate sessions, for example, recruiting volunteers to help with set up, gate supervision as well as passing out and collecting pinnies.~~
- ~~c) Will attend Board meetings when deemed necessary by the Board.~~
- ~~d) Perform any other duties deemed necessary by the Board.~~

**STARSkate Parent Representative:**

- ~~a) Communicate any concerns from parents regarding the STARSkate program to the Club Development and Program Director who will bring the concerns to the board at the monthly meetings.~~
- ~~b) Welcome parents at the beginning of the season by assisting the Skating Program Director with planning a STARSkate parent meeting.~~
- ~~c) Will attend Board meetings when deemed necessary by the Board.~~
- ~~d) Perform any other duties deemed necessary by the Board.~~

**Ice Show Coordinator:**

- ~~a) Provide updates to the Events Director on a regular basis who will bring the information to the Board at the monthly meetings.~~
- ~~b) Shall oversee all aspects of planning and organization for the Annual Ice Show.~~
- ~~c) To lead and organize a committee for ice show planning.~~
- ~~d) Attend monthly Board meeting when requested by the Board.~~
- ~~e) Perform any other duties deemed necessary by the Board.~~

**Test Coordinator:**

- ~~a) Will be required to provide updates to the Club Development and Program Director on a regular basis who will bring the information to the Board at monthly meetings.~~
- ~~b) Ensure that testing required for skaters is scheduled and carried out. This includes arranging judging and volunteers, scheduling tests, collecting money, and submitting test documents to Skate Canada.~~
- ~~c) Maintain Club records of tests.~~

- ~~d) Attend Board meetings when requested by the Board.~~
- ~~e) Perform any other duties deemed necessary by the Board.~~

**Competition Coordinator:**

- ~~a) Will be required to provide updates to the Events Director on a regular basis who will bring the information to the Board at monthly meetings.~~
- ~~b) To coordinate any competitions that may be held at our skating club.~~
- ~~c) To organize a committee when hosting a competition.~~
- ~~d) Attend Board meetings when requested by the Board.~~
- ~~e) Perform any other duties deemed necessary by the Board.~~

**By-Law 25: Board of Directors -Restrictions**

No two Core executive positions can be held by immediate family members at any given time. No two Core Executive positions can be held by the same person. No more than 2 positions on the Board of Directors can be held by the same person.

**By-Law 26: Rules of Order**

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of Skate Canada.

**SKATE CANADA CLUB DELEGATE AND REGION COUNCILLORS**

**By-Law 27:**

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The Club shall appoint a Councillor and an alternate Councillor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

**ANNUAL GENERAL MEETING**

**By-Law 28: Timing, Quorum, Special Meeting Request**

An Annual General Meeting shall be held within 60 days of the close of the April 30<sup>th</sup> fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10 per cent of Club Members. Requires that each club hold an annual meeting. The quorum for the Annual General meeting should be 5 per cent of the voting membership including 50% of the Core Executive Committee.

**By-Law 29: Written Notice**

All eligible voting members of the Club shall be notified of all annual meetings at least 21 days in advance of the meeting. The notice shall include the time and place of the meeting.

**By-Law 30: Voting on Club Elections**

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands. Nominations for candidates for the core executive positions may be made by any member in good standing with the Club, and must be submitted 3 days prior to the annual meeting. Core executive nominees may only accept one nomination for one core position, and may only be elected into that core position for which they have accepted the nomination. Nominations for the other Board positions may also be taken from

the floor of the annual meeting. Each nominee must indicate acceptance of the nomination prior to the closing of nominations and commencement of elections.

#### By-Law 31: Eligibility to Vote

Voting for club elections or on any matters pertaining to skating shall be restricted to members as described in By-Law 7, with the restriction that each person can only cast one ballot.

#### By-Law 32: Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding Annual General meeting
- Confirmation of the actions taken by the Board of Directors
- President's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Amendments to the Constitution and By-laws
- Election of Board of Directors
- New Business

### AMENDMENTS

#### By-Law 33: Right to Submit, Process for Submitting

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 Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. ~~Notice of the intent to amend the constitution will be sent to the membership. All amendments must be submitted at least 21 days before the respective meeting. Members have to submit amendments to proposed constitution/by-laws amendments 14 days prior to meeting. Final amendments sent to the membership 7 days prior to the meeting.~~

No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

#### By-Law 34: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

#### By-Law 35: Voting of Amendments

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

**Commented [16]:** Amendment #14: Notification timelines

Rationale: Clarify timelines required to notify members.

By-Law 36: Effective Force of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meeting of members shall come into force immediately or on a date specified for same. All such amendments shall be submitted to 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 and/or By-law.

**FUNDS**

By-Law 37: Deposit of Club Funds

The Treasurer and/or any core executive member with signing authority shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-Law 38: Disbursements of Club Funds

All disbursements of club funds shall be by cheque or other auditable document.

By-Law 39: Review of Club Financials

A person designated by the Board of Directors shall make a review of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

By-Law 40: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to Skate Newfoundland and Labrador.

CBS Skating Club

\_\_\_\_\_  
(Club Name)

on \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_  
(day) (month) (year)

Signed

\_\_\_\_\_  
(President) (Date)

Signed

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(Club Board Member)

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(Date)

