

Jefferson City Figure Skating Club
Jefferson City, Missouri
Bylaws
(Revised and approved 22 March 2002)

Article I
Name and Incorporation

Section 1. Name. The organization shall be known as the Jefferson City Figure Skating Club, hereinafter referred to as the Club.

Section 2. Incorporation. The Club is incorporated under the laws of the State of Missouri.

Section 3. United States Figure Skating Association. The Club is a member of the United States Figure Skating Association (USFSA), the national governing body for the sport of figure skating, and as a member, whether permanent or probationary, shall abide by the membership rules and bylaws of the USFSA.

Article II
Purpose

Section 1. Purpose. The purposes of the Club are to encourage the instruction, practice, and advancement of the members in free skating, pair skating, moves in the field, footwork, dancing and all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce, or co-operate in the production of amateur ice shows and competitions all in accordance with the USFSA, its membership rules and by-laws.

Article III
Character

Section 1. Character. The Club shall be strictly a non-profit organization.

Article IV
Injuries

Section 1. Injuries. Neither the Club nor any of its officers nor any of its board members shall be held responsible for any injury incurred by a member of the Club or a non-member.

Article V
Officers and Their Duties

Section 1. Officers. The officers shall be President, Vice President, Secretary and Treasurer.

Section 2. Duties of President. It shall be the duty of the President to preside at all meetings of the Club, and of the Board of Directors. She/he shall have such supervision and management of the Club, and its committees, as directed by the Board of Directors.

The President together with the Secretary shall sign all agreements and contracts made by the Club, upon the approval of the Board of Directors.

Section 3. Duties of the Vice President. It shall be the duty of the Vice president to assist the President in the discharge of his/her duties and in his/her absence to assume his/her duties and officiate in his/her stead.

Section 4. Duties of the Treasurer. The Treasurer shall have discharge 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 or Board of Directors. Disbursements shall be made upon approval of the board of Directors when those disbursements are not within the approved budget. All disbursements by check shall be signed by either the Treasurer, President or other member of the Board of Directors. The Treasurer shall maintain the official membership roll.

Section 5. Duties of the Secretary. It shall be the duty of the Secretary to keep the Minutes of the Club meetings and of the meetings of the Board of Directors and to supervise all reports and documents connected with the business of the Club.

He/she shall supervise the correspondence of the Club, and prepare and issue notices of all meetings of the Club and Board of Directors.

Article VI
Board of Directors

Section 1. Number of Members. There shall be a Board of Directors composed of the four (4) officers and nine (9) regular members of the Club and the Immediate Past President. The Immediate Past President shall serve in a consulting capacity and is a non-voting member.

Section 2. Time of Election. The election of officers and regular members of the board of directors shall be held annually during the last month of the fiscal year.

Section 3. Method of Election. The candidates for the Board shall be nominated by a nominating committee appointed by the president and approved by the Board of

Directors. Write-in candidates may be added to the ballot distributed to the membership if the candidates are a member in good standing. If a vacancy occurs, the Board of the Directors may appoint a Club member for the balance of the year.

Section 4. Nominating Committee. There shall be a nominating committee of two (2) members of the Board and one (1) at-large member who shall be appointed by the President.

The nominating committee shall nominate candidates for the offices of President, Vice President, Treasurer, Secretary, and all vacant regular board member positions and shall cause the ballot with the names of such candidates and the offices for which they have been nominated, to be distributed to the members.

Section 5. Election of Officers. The officers of the Club shall be elected annually by written ballot and shall hold office May 1 through April 30 of the following year.

Officers shall have served a minimum of one year as a member of the Board of Directors prior to their election as an officer.

Officers may be elected to no more than two (2) years in any office, or four (4) years as an officer. The maximum length of service as an officer and a board member is seven (7) years.

Section 6. Election of Regular Members. Regular members of the Board of Directors shall be elected annually by written ballot and shall hold office beginning May 1 of each year. Members who are elected to the board of directors for a three (3) year term may be elected to a second three (3) year term, but not consecutively. Members who are elected to an initial term of less than three years may serve a consecutive term of up to three (3) years. Members who are elected to an initial term of three (3) years but who serve less than three (3) years in order to serve as an officer may, upon completion of the term(s) as an officer, be elected to a regular board member term of one (1) to three (3) years such that total years served on the board does not exceed seven.

Article VII Powers and Duties of the Board of Directors

Section 1. Meetings. The Board of Directors shall meet at least once per month if deemed necessary during the skating season. The date of such meetings shall be stated by the President, or in his/her absence by the Vice President.

Any four (4) members of the Board may call a special Board meeting upon written notice to all the members of the Board of Directors at least three (3) days prior to the meeting. The notice shall state the date of the meeting, purpose for which the meeting is being called, and the names of the four (4) members requesting the meeting.

Section 2. Quorum. Seven (7) voting members of the Board of Directors shall constitute a quorum.

Section 3. Authority. They shall have the entire authority in the management of the affairs and finances of the Club and shall have general control of its property. All rights and powers connected therein shall be vested in them.

Section 4. Rules. The Board of Directors shall make such rules, as it deems proper respecting the use of the Club's property; prescribe rules for the admission of non-members and establish guidelines for the Club.

Section 5. Appropriations. All appropriations from the funds of the Club shall be made by the Board of Directors.

Section 6. Audits. The Board of Directors shall audit the records of the Secretary, Treasurer and all committees.

Section 7. Suspend or Expel. The Board shall have the power to suspend or expel any member for violation of the Bylaws, the club's policy manual, or for conduct, which they shall deem improper; but no member shall be expelled for longer than thirty (30) days without a hearing before the Board.

Section 8. Drop and Reinstate to Membership. The Board may as hereinafter provided drop from the roll any member not in good standing or delinquent in the payment of dues, and also reinstate such member as hereinafter provided.

Section 9. Standing Committee. The Board shall appoint all standing committees with full authority over the committees except as hereinafter provided, and shall appoint such other committees as shall deem to them necessary.

Section 10. Expenditures and Revenue. The Board shall prepare and submit prior to the beginning of each skating season a report of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same.

Article VIII Standing Committees

Section 1. Names. The Standing Committees shall be: (1) Membership Committee, (2) Testing Committee, (3) Ice Show Committee (4) Public Relations Committee, (5) Fundraising Committee, (6) Policies and Procedures Committee, (7) Executive Committee and other ad hoc committees as the Board of Directors may deem necessary. Each committee, with the exception of the Executive Committee, shall consist of at least three club members. They shall be appointed annually by the Board of Directors.

Section 2. Membership Committee. The Membership Committee shall receive and review all applications for membership, and shall notify the applicant of their admission and shall furnish him/her with the, bylaws and rules of the Club upon request.

Section 3. Testing Committee. The Testing Committee shall be responsible for the development, coordination, and implementation of USFSA testing sessions; shall work closely with the Club Professional to ensure adherence to USFSA and Club policies and procedures with regard to testing.

Section 4. Ice Show Committee. The Ice Show Committee shall be responsible for assisting the Club Professional with the development and production of the annual ice show.

Section 5. Public Relations Committee. The Public Relations Committee is responsible for and shall provide guidance and leadership with the Club's marketing efforts, aid with public relation materials, and will plan, coordinate, and implement special events for the Club.

Section 6. Fundraising Committee. The Fundraising Committee shall provide leadership and guidance with the Club's fundraising efforts, assist in the identification of alternative sources of support, identify and solicit potential funders, and recruit others to solicit funds.

Section 7. Policies and Procedures Committee. The Policies and Procedures Committee will review the club's by-laws, policy manual, operations, and activities and make necessary recommendations for change to ensure adherence to USFSA and Club policies and board effectiveness. Club policies and procedures may be reviewed on an as needed basis.

Section 8. Executive Committee. The Executive Committee shall be made up of the four officers, President, Vice-president, Secretary, and Treasurer. They shall meet on an as needed basis.

Section 9. Board Meetings. The chairperson of the standing committees may be requested to attend meetings of the Board of Directors. They may enter and take part in all discussions and be required to give committee reports.

Article IX Membership

Section 1. Candidates for Membership. Membership shall be open to all persons ages three and above.

Section 2. Types of Membership. There are three categories of membership: (1) skaters that are non-voters; (2) voting parents or guardians; and (3) adult skaters. Each

adult skater or family of a non voting skater may have no more than one vote which can be cast only by mailed ballot or at a meeting where such action is necessary.

Section 3. Membership. Members shall be considered in good standing when all Club dues, and related fees are paid in full. To remain in good standing, all dues and related fees must be paid in full at the time of registration.

Article X. Club Meetings

Section 1. Annual Meetings. Meetings for the entire Club membership may be held at the discretion of the Board of Directors and Officers.

Section 2. Special Meetings. The Secretary shall call special meetings at the discretion of the President, or upon the written request of five (5) Club members in good standing.

Section 3. Quorum. Ten percent (10%) of the voting members shall constitute a quorum for the transaction of business.

Section 4. Notices. Notices of stated and special meetings shall be mailed by the Secretary to every member at least ten (10) days in advance thereof or each member shall be notified in person or by phone one (1) week prior to the meeting

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