

Jefferson City Figure Skating Club
Jefferson City, Missouri
Bylaws

(Revised and approved 22 March 2002)
(Revised and approved 09 June 2011)

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. The Club is a member of the United States Figure Skating (USFS), 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 USFS.

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 USFS, its membership rules and bylaws.

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 Fiscal Year

Section 1. Fiscal Year. The Jefferson City Figure Skating Club's Fiscal year shall be July 1 to June 30th. Tax year shall be based on calendar year.

Article VI 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. The President shall obtain a USFS Sanction for the Annual Ice Show.

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. The funds of the Club shall be deposited in the name of the Club in a bank approved by the Board. 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 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 VII Board of Directors

Section 1. Eligibility. Directors shall at a minimum meet the following criteria:

1. Be 18 years of age or older.
2. Be a Senior Member or parent of a Junior Member and become a Senior Member upon election to the Board.
3. Be a member in good standing and have no documented disciplinary action from the Board, Club or U.S. Figure Skating.

Section 2. Number of Members. There shall be a Board of Directors composed of the four (4) officers and nine (9) regular members of the Club. The Immediate Past President shall serve in a consulting capacity and is a non-voting member, when applicable.

Section 3. Time of Election. The election of officers and regular members of the board of directors shall be held annually during an Annual Meeting.

Section 4. 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 5. 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 6. Election of Officers. The officers of the Club shall be elected annually by written ballot and shall hold office July 1 through June 30 of the following year in conjunction with USFS.

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

Officers may be elected to no more than two (2) consecutive years in any one office and no more than six (6) consecutive years on the executive board. Any 12 month break in service as an officer will begin a new six (6) year period. The maximum length of service as an officer and a board member is seven (7) consecutive years. Any 12 month break in service on the board begins a new seven (7) year period.

Section 7. Election of Regular Members. Regular members of the Board of Directors shall be elected annually by written ballot and shall hold office beginning July 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.

Section 8. Ballots. A written ballot containing the names of the candidates shall be mailed to each member having a Senior or Junior membership prior to the election, or be available at the election. The ballot must be returned postmarked by the date stated thereon.

Section 9. Write-in Candidates. Each ballot shall contain a space for write-in candidates. In order to be considered for election to the Board the write-in candidate's name must be entered on fifteen percent (15%) of the ballots returned.

Section 10. Election Results. The Nominating Committee shall count the ballots and the qualified candidates receiving the highest number of votes shall be declared duly elected. The results of the election will be announced following the ballot count.

Section 11. U.S. Figure Skating Governing Council Delegates. The Board shall select delegates to the USFS Governing Council. The Secretary shall inform USFS in writing of the names and address of each delegate selected. The delegates shall be the sole representatives between the Club and USFS and shall attend the meetings either in person or by proxy. The board may, as it sees fit, assign the proxy votes to another club to vote on the Club's behalf.

Section 12. Board of Directors Limitation. The position of a Board member shall be ipso facto vacated:

- A. If she/he is declared incompetent by a court of competent jurisdiction.
- B. If she/he is convicted of a felony offense while serving a term.
- C. If by notice in writing to the Club that she/he resigns the office.
- D. If she/he is no longer a member of the Club.

Section 13. Resignation. A Director may resign at any time by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

Section 14. Compensation. Board of Directors shall not receive compensation for their services as such.

Article VIII

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. Proxies. Board member must be present to vote. The board does not accept proxy votes in any manner for Club business.

Section 4. 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 5. 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 nonmembers and establish guidelines for the Club.

Section 6. Appropriations. All appropriations from the funds of the Club shall be made by the Board of Directors.

Section 7. Audits. The Board of Directors shall audit the records of the Secretary, Treasurer and all committees.

Section 8. 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 9. 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 10. 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 11. 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 IX 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 USFS testing sessions; shall work closely with the Club Professional to ensure adherence to USFS and Club policies and procedures with regard to testing. The Test Chair or the Treasurer shall sign all test permission forms for the Club.

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 bylaws, policy manual, operations, and activities and make necessary recommendations for change to ensure adherence to USFS 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 X Membership

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

Section 2. Classes of Membership.

- A. Senior Membership. Senior members shall be 18 years or older. They may vote, make motions, serve on the board, nominate, and skate.
- B. Junior Membership. Junior members shall be under the age of 18 or are members who are 18 years old and currently enrolled in High School. They may skate and try out for a feature role in the Annual Ice Show. One parent of a Junior member may vote, make motions, hold office, and nominate.
- C. Associate Membership. Associate membership may be granted, at the discretion of the Board, to skaters who are registered with USFS and who are a full member in good standing of another USFS club. They may skate and participate in the Annual Ice Show but may not vote, hold office, nominate, or try out for a feature role.
- D. Collegiate Membership. Collegiate members are college students attending school in the area or are former club members who are students at distant colleges. They may skate, but may not vote, hold office, nominate, try out for a feature role or participate in the Annual Ice Show.
- E. Professional Membership. Professional members shall be 18 years or older and hold a current membership as a USFS Coach, basic skills coach, or judge. They may skate, but may not vote, hold office, nominate, try out for a feature role or participate in the Annual Ice Show.

Each Senior member or family of a Junior member may have no more than one vote which can be cast only by mailed ballot or at a meeting where such action is necessary. The board may establish new classes of Membership or modify existing classes of Membership at its discretion.

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 or as otherwise set by the Board of Directors. Club membership shall be renewed in conjunction with USFS membership renewals for each member.

Section 4. Refunds. The Club will not refund dues except, in extraordinary circumstances and upon the approval of the Executive Board.

Section 5. Board Approval for Competition or Exhibition. No member or members of the Club shall make entry in the name of the Club in any competition or exhibition except with the verification of membership by the Treasurer, verification of eligibility by the Test Chair, and a permission signature of the Treasurer or Test Chair.

Section 6. Member Handbook. Additional policies and procedures are covered in the Member's Handbook and are considered a supplement to the Bylaws of the Jefferson City Figure Skating Club.

Section 7. Conflict Resolution. If any member of the club member has a complaint against another member of the Club for an infraction of any bylaw, rule, policy or procedure of the Club, other than skating rules, they may file a complaint in writing to the Board of Directors of the Club. Such complaints will be investigated and resolved according to the Club's conflict resolution policy that the Club is required to adopt and have in effect in accordance with the Bylaws of U.S. Figure Skating.

Article XI 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.