

Constitution of: Ajax Skating Club

Club # 1000416

Article 1. NAME

The name of the Club shall be the Ajax Skating Club hereinafter called the Club or ASC.

Article 2. SKATE CANADA

- a) The Club shall be a member of the SKATE CANADA.
- b) The Club shall pay such fees and such other charges as shall be required of clubs of the SKATE CANADA.
- c) The Club headquarters shall be maintained in the Town of Ajax .
- d) The Club is located in SKATE CANADA – Central Ontario .

Article 3. PURPOSE

- 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 and policies of the SKATE CANADA.
- b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of the SKATE CANADA.
- c) The Club shall protect the eligibility status of its members. The Club shall not take or omit action that would knowingly jeopardize the eligible status of its members.

Article 4. BY-LAWS

- 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 Executive and control the property and activities of the Club.

- b) **The Rules and Regulations of the SKATE CANADA and those of the Section in which the Club operates shall take precedence over any Club By-Laws.**
- c) **Any By-Law contrary to the Rules of the SKATE CANADA and those of the Section shall be invalid.**

Article 5. MEMBERSHIP

By-Law 1.

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

By-Law 2.

All members shall uphold, observe and conform to the Rules of the SKATE CANADA, the By-Laws of the Club and such regulations as set forth from time to time by the Executive of the Club.

By-Law 3.

Members of the Club shall be registered with the SKATE CANADA and pay such registration fees to the Association as are set forth in the SKATE CANADA Rule Book.

By-Law 4.

All applications for membership shall be in writing and shall be on a form supplied by the Club (or acceptable to the Club) for that purpose.

By-Law 5.

Applications for membership of persons under the age of 18 years must be endorsed by the applicant's parent or legal guardian.

Article 6. MEMBERSHIP PRIVILEGES, RULES AND REGULATIONS

By-Law 6.

Membership privileges, fees, age limits, skating rules and skating hours shall be as the Executive Committee decides from time to time. Club membership shall commence on the first day of the SKATE CANADA Skating Year, September 1st, or the date that the fees are paid (whichever is the latter) and terminate on the last day of the SKATE CANADA Year, August 31st.

By-Law 7.

All fees paid in cash shall be acknowledged by a written receipt signed by a member of the Executive.

Article 7. MEMBER IN GOOD STANDING

By-Law 8.

To be considered in good standing, all members of the Club must pay, within the time limits as established by the Club from time to time, such club fees as are stipulated by the Club Executive.

By-Law 9.

Members in arrears will not be permitted to take part in any club activity. If any arrears are not paid within 30 days of the date set for payment or acceptable alternative arrangements not made with the Club Executive, such members shall be considered as having terminated their membership.

By-Law 10.

A member in Good Standing shall be a member whose age is 18 years or over, or the parent or guardian who has endorsed a member's application whose age is under 18 and conformed to By-Laws 2, 3 and 7 above.

By-Law 11.

The Executive may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of the SKATE CANADA or the Club. The Executive shall give to the individual a written explanation for the termination on request. The individual, if the individual so desires, shall have the right of appeal to the Executive and to a General Meeting of the members.

Article 8. CLASSES OF MEMBERSHIP

By-Law 12.

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

A. Individual Membership

Non-skating members who have paid the fees set by the Club and are Associate Members of the SKATE CANADA. Individual Members of legal age shall be entitled to one vote.

B. Active Membership

All eligible skaters who have paid the fees as set out by the Club and are Associate Members of the SKATE CANADA. All Active Members of the legal age of 18 years shall have one vote each. Underage Active Members have no vote but are represented by Special Members as in C below.

C. Special Membership

Parents or Guardian of legally underage Members who have paid the fees as set out by the Club and are Associate Members of the SKATE CANADA. Special Members shall be entitled to one vote per family.

D. Other Classes of Membership

Other classes of membership, eligibility and privileges shall be set out by the Executive from time to time.

By-Law 13.

Voting for Club elections or on any matter pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of the SKATE CANADA and of legal age and to Special Members of the Club voting on behalf of their children who are members of the Club and as registered Associate Members of the SKATE CANADA. Special Members shall be restricted to one vote per family regardless of how many children are in the family.

Article 9. INDEMNITY

By-Law 14.

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 damages, loss or injury; and further, every member, guest or visitor shall use the Club facilities at his/her own risk. The Club shall participate in the SKATE CANADA Club Liability Insurance Program.

Article 10. CLUB MANAGEMENT

By-Law 15.

a) The General Management of the Club shall be vested in an Executive Committee consisting of: Immediate Past President, President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and a maximum of eight (8) Directors and a Coaching Representative. These positions shall be elected annually at the Annual General Meeting. The Past President shall hold the position for a period of one (1) year after presidency. The Coaching Representative shall be elected yearly by the Club coaching staff at the first meeting following the start of Club's fiscal year between the coaching liaison and the professional coaching staff.

b) The Directors shall chair at least one standing committee.

By-Law 16.

The Executive Committee shall hold office until the close of the meeting at which their successors have been duly elected at which time the newly elected Executive shall assume their respective offices.

By-Law 17.

The Members of the Executive Committee of the Club, members and Chairpersons of committees, and the Delegate to the SKATE CANADA must be members in good standing of the Club, be registered as Members of the SKATE CANADA, be of legal age, and be eligible persons with the exception of the Coaching Representative as defined by the SKATE CANADA Rules.

By-Law 18.

A majority of the Executive Committee of the Club shall be Canadian Citizens with the meaning of the Canadian Citizens Act.

By-Law 19.

A quorum of the Executive Committee of the Club shall consist of 50%, plus one, of the eligible voting members of the Executive of the Club, including the Chairperson.

By-Law 20.

The Executive Committee of the Club shall meet, not less than monthly during the winter skating season and thereafter, as required to deal with the business of the Club.

By-Law 21.

Special Meetings of the Executive Committee shall be called upon the written request of any five (5) members of the Executive Committee.

By-Law 22.

The Executive Committee shall have the power to appoint Conveners of Project Committees who shall look after the duties assigned to them. All Special Committee Chairpersons shall submit the names of their committee members to the Executive Committee. Each Special Committee Chairperson shall report to the Executive Committee and obtain prior approval from the Executive Committee for recommendations and expenditures.

By-Law 23.

The Club's Fiscal year shall be June 1st to May 31st.

Article 11. OFFICERS

By-Law 24.

The President shall act as Chairperson of all Executive, General and Annual Meetings and shall represent the Club on the Advisory Council to the Recreation Department of the Town of Ajax . In the President's absence, these duties will be fulfilled by the 1st Vice President or 2nd Vice President. The President shall prepare the Agenda for all General and Executive Committee Meetings.

By-Law 25.

The President shall be an ex-officio member of all committees.

By-Law 26.

- a) **The 1st Vice President shall carry out the duties of the President in his/her absence.**
- b) **The Club shall retain the services of a professional skating coach as Program Director, who shall be responsible for the day-to-day operation of the various programs offered by the Club. The Program Director shall also be responsible for coordinating all programs and activities of the Program Assistants. The Program Director shall report to the Board of**

Directors and shall receive day-to-day supervision from the 1st Vice President.

- c) The 1st Vice President shall oversee the programs offered by the Club to ensure that all activities, members and professional coaching staff adhere and comply with the rules, policies and regulations of the Club, Section and SKATE CANADA. The 1st Vice President shall be the Club Coaching Liaison.**

By-Law 27.

The 2nd Vice President shall be responsible for the Club's development and marketing plan, including coordinating and arranging various methods by which the membership may raise monies to help offset the costs incurred by the Club.

By-Law 28.

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Executive Committee an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any two of the President, 1st Vice President, 2nd Vice President and the Treasurer.

By-Law 29.

a) The Secretary shall be responsible for providing administrative support to the Club, subject to the approval of the President or his/her delegate. This includes dealing with all correspondence, retrieval and delivery of mail and telephone messages, and management of the Club office. The Secretary shall also oversee the publicity committee of the Club.

- b) The Secretary shall issue all notices for executive, general or annual meetings, and shall be responsible for submitting to the SKATE CANADA and Section, such reports as are required by SKATE CANADA Rules or other regulations. The Secretary shall also be responsible for the recording of the proceedings of all executive, general or annual meetings.**

By-Law 30.

The Delegate to the SKATE CANADA shall be appointed annually by the Executive Committee. The delegate need not be a member of the Executive Committee. The SKATE CANADA National Office shall be advised of the name of the appointed delegate.

Article 12. EXECUTIVE VACANCIES, AND REMOVALS

By-Law 31.

- a) **Casual vacancies occurring in the Executive Committee may be filled by members appointed through a majority vote of the Executive, or in the case of the Coaching Representative, by the coaching staff.**
- b) **In the event of a vacancy occurring in the office of the President, the 1st Vice President shall assume the Office of President, and the 2nd Vice President shall assume the office of the 1st Vice President, the Executive of the Club shall be empowered to authorize the appointment. The Executive shall then appoint, from the membership, a replacement for the Office of 2nd Vice President for the remainder of the term.**
- c) **In the event of a vacancy occurring in any office other than the President, the Executive shall appoint, from the membership, a replacement for the remainder of the term.**
- d) **Appointment to any vacant office other than the President must be approved by a majority vote at an executive meeting.**

By-Law 32.

If an executive member is absent for more than 3 consecutive scheduled Executive Committee meetings without good cause and without prior notification to the President or Secretary, then that office may be declared vacant by two-thirds majority vote of the Executive Committee.

By-Law 33.

Any member of the Executive Committee wishing to resign, shall notify the Secretary, in writing and shall return all club documents or property before relinquishing his/her duties.

Article 13. ANNUAL MEETING

By-Law 34.

An Annual General Meeting shall be held once a year. Other Special General Meetings may be held from time to time upon the request of the Executive Committee or upon written request of 10% of the members of the Club.

By-Law 35.

A quorum for an Annual General Meeting shall be 5% of the eligible voting members.

By-Law 36.

Should there fail to be a quorum present at any General or Annual meeting, the presiding officer shall immediately adjourn the meeting. When a General or Annual Meeting is adjourned for the lack of Quorum, the Executive Committee shall immediately determine a new time and date not less than seven (7) days and not more than thirty (30) days thereafter and shall inform the members in the manner prescribed in By-Law 37 below.

By-Law 37.

Written notice of all General and Annual Meetings shall be distributed at least 15 days in advance to each eligible voting member. The notice shall include the time and place of the General or Annual Meeting, the agenda, full details of any proposed amendments to these By-Laws, and a complete list of the Candidates nominated for election.

By-Law 38.

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.

By-Law 39.

The Executive Committee shall present a summary of the year's activities, to the Club's membership, at the Annual General Meeting.

Article 14. FUNDS

By-Law 40.

All funds shall be deposited by the Treasurer in such banks or other Financial Institutions as may be designated by the Executive Committee.

By-Law 41.

A petty cash fund of not more than \$100.00 may be kept by the Treasurer of the Club with all expenditures made from such petty cash funds supported by receipt or other auditable document.

By-Law 42.

All disbursements of Club funds, except as provided for in By-Law 41 above, shall be by cheque or other auditable document.

By-Law 43.

All monies from Special Projects are the property of the Club and must be turned over to the Club Treasurer within 14 days after the completion of the project, together with an itemized statement, all receipts and other auditable documents.

By-Law 44.

No committee shall have the power or authority to incur any liability on behalf of the Club without the prior approval of the Executive Committee of the Club.

By-Law 45.

Approval of the Executive Committee, of an operating budget of any committee shall constitute approval for that committee to incur expenditures in accordance only with this approved budget. Committees granted this approval shall submit an itemized statement at an Executive Meeting or as requested by the Executive Committee.

By-Law 46.

All monies handled by a committee shall be managed in accordance with the procedures established by the Treasurer of the Club.

By-Law 47.

The Club Treasurer shall be a signing officer on all Club accounts maintained with a Bank or other Financial Institution as well as accounts opened and/or operated by any Standing Committee or Special Project Committee.

By-Law 48.

An Audit of the financial transactions of the Club shall be made each year by an auditor designated by the Executive Committee and the audited statement shall be made available to the membership of the Club. The term "Audit" shall mean a review of the Annual Financial Statements and supporting schedules and source documents. The "Auditor" shall be independent of the Club and shall not be affiliated with the Club in any way.

Article 15. COMMITTEES

By-Law 49.

Nominating Committee

This committee shall consist of four members of the Club, made up of two members of the Executive and two members at large. This committee shall be responsible for selecting a slate of candidates for the election to Club Office and shall present such a slate to the Executive Committee no later than 14 days before the Annual Meeting in the year in which an election is to be held. Other nominations may be made by any member in good standing by written submission to the Nominating Committee at least seven (7) days before the Annual General Meeting. Each Nominee must indicate acceptance in writing prior to the commencement of the elections. Any nominee has the option of running for any office remaining open for election. Nominations from the floor at the Annual General Meeting will be accepted where the Nominating Committee has not identified any candidates for a specific Club Office or with the approval of two-thirds (2/3) of the eligible voting members in attendance.

By-Law 50.

Facilities Committee

This committee shall be responsible for planning and management of the Ice and Facilities requirements.

By-Law 51.

Test Committee

This committee shall be responsible for arranging all tests (in consultation with the appointed referees), and obtaining judges for SKATE CANADA Tests and competitions, keeping Club records of Tests, preparing Test records for forwarding to the SKATE CANADA and for the encouragement of potential SKATE CANADA judges. In addition, this committee shall assist and promote Judges Schools and Clinics and assist the Section Judge Chairman.

By-Law 52.

Carnival Committee

This committee, at those times that the Executive elects to hold a carnival, shall be responsible for the planning and production of the carnival. A Club SKATE CANADA Coach may be appointed to produce the show but

shall not assume the position of Manager or Chairperson of the Carnival Committee.

By-Law 53.

Competition Committee

This committee shall be responsible for arranging and supervising of the Club Competition (in consultation with appointed referees), keeping Club records of the Competition and preparing the results for forwarding to the Interclub chairperson. The committee shall be aware of the Rules and Regulations regarding competitions. The Competition Committee shall promote the participation of the Club members in competitions. The Competition Committee Chairperson shall represent the Club at Interclub and Area Committee meetings.

By-Law 54.

Bursary Fund Committee

- a) The purpose of this committee shall be to review and provide possible financial assistance for membership and professional fees to needy members and to assist skaters who represent the Club at Sectionals, Divisionals and Canadian Competitions.
- b) This committee shall consist of the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Three members including the Chairperson shall constitute a quorum.
- c) Application in writing must be made to the Club at least four (4) weeks prior to the requirement of funds. The Committee may require the Applicant or their representative to attend a meeting to provide further information.
- d) Should the applicant be one of the members of the Committee, he/she shall abstain from voting on the application and the Chairperson shall appoint a replacement from the Executive Committee. If the President is the applicant, he/she shall abstain from voting and the 1st Vice President shall assume the responsibilities of the Chair and appoint a replacement from the Executive Committee.
- e) The decision of the committee shall be sent in writing to the applicant within three (3) weeks of receiving the application.

By-Law 55.

Hospitality Committee

This committee shall be responsible for hosting and preparing of suitable food and service of same at all Club test days and Club competitions for the judges' hospitality room. This includes the purchase of any supplies.

By-Law 56.

Membership Committee

This committee shall arrange for the Club registration for all Club members as Associate Members of the SKATE CANADA and for the collection of fees for same. All collection and recording of payments of all fees to be in accordance with the procedures as set forth by the Treasurer of the Club. This committee will also be responsible for maintaining records of member addresses, e-mail addresses (where applicable), telephone numbers, dates of birth, membership status, fee receipts, date of application and SKATE CANADA registration numbers. This committee shall work with the Session Committee to co-ordinate session and level changes. This committee shall be responsible for the collection of all fees for category changes.

By-Law 57.

Publicity Committee

This committee shall be chaired by the Secretary, and is responsible for all Club publicity both externally to the media and internally for the Club membership. Its purpose shall be to keep the Town of Ajax aware of registration dates, test day results, as well as upcoming activities within the Club. It will also be responsible for keeping the Club membership fully aware and informed on all activities through the distribution of newsletters, bulletins and posters at the arena.

By-Law 58.

Session Committee

This committee will arrange for music at all Club sessions, purchase tapes / compact disks as approved by the Executive and ensure, where appropriate, that SKATE CANADA or other suitable dance tapes / compact disks are available for practices and tests. Further, this committee shall be responsible for the scheduling of sessions where applicable, including the collection of funds for guest skating. This committee shall also be

responsible for coordinating session and level changes, working with the Membership Committee.

Article 16. COMMITTEE REPORTS

By-Law 59.

The Chairperson of each committee shall submit a committee report to the President along with recommendations at least seven (7) days prior to a regularly scheduled meeting of the Executive Committee and/or an Annual General or Special General Meeting.

Article 17. AMENDMENTS

By-Law 60.

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 Executive Committee of the Club. The proposed amendment will be presented at the next General Meeting or Annual General Meeting falling 21 days or more after the date of the submission. No amendment to the Constitution or By-Law of the Club shall be accepted from the floor at any meeting.

By-Law 61.

By-Laws may be enacted or amended by a majority vote of the Executive Committee wherever required. Such By-Laws or amendments must be presented at the next General Meeting or Annual General Meeting for ratification. If they fail to be ratified, they will cease to be effective and may not be enacted by the Executive Committee for one calendar year.

By-Law 62.

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

By-Law 63.

The Executive Committee shall ensure for the provision of an annual review of the Constitution and By-Laws of the Club.

By-Law 64.

All amendments shall be identified by number, date of origin, signed by the President and Secretary and appended to the Constitution.

By-Law 65.

The Executive Committee shall provide a copy of the Club Constitution and By-Laws to any Member wishing to obtain one.

By-Law 66.

All amendments become effective immediately if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the National Office of the SKATE CANADA. The 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.

Article 18. ORDER OF BUSINESS

The order of business at Annual General Meetings or Special General Meetings of the Club shall be as follows:

- Minutes of the preceding general / special meeting
- Confirmation of the actions taken by the Executive Committee
- Secretary's Report
- Other Reports
- Election of Executive Officers
- Amendments to the Constitution and By-Laws
- Appointment of Auditors

By-Law 67.

Rules of order for all meetings, General or Executive Committee, shall be outlined in "Roberts Rules of Order" or "The Law & Procedure of Meetings in Canada " by William Craig, in all cases which they are applicable and in which they are consistent with the By-Laws or Rules of the Association.

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