

**Skate Thompson Club Constitution**

**Revised August 2021**

ARTICLE/BY-LAW: ARTICLE 1 NAME

The Name of the Club shall be Skate Thompson, hereinafter called the Club.

(Amended May 2003 - by resolution of AGM)

**ARTICLE/BY-LAW: ARTICLE 2 SKATE CANADA ASSOCIATION**

a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a

not-for-profit 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 figure skating or skating

programs for Skate Canada members [Skate Canada By-law 1100 (3)].

b) The Club shall pay such fees and such other charges as shall be required of clubs from time

to time by Skate Canada. [Skate Canada By-law 1201 (1) (c) (ii), 1201 (1) (c) (viii) and 1201

(1) (c) (ix)]

c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada

By-law 1201 (1) (c) (iv).

d) The Club is located in the Manitoba Section of Skate Canada. See

Skate Canada By-law 1503 for definition of Sections.

**ARTICLE/BY-LAW: 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, 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 duly registered as Associate Members of Skate Canada [By-law

1201 (1) (c) (iv)]8

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/BY-LAW: 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 Executive 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 [Skate Canada By-law 1201 (1)

(c) (iv)].

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.

[Skate Canada by-law 1201 (1) (c) (iv).]

**ARTICLE/BY-LAW: BY-LAW 1**

By-law 1: Club Membership

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

**ARTICLE/BY-LAW: BY-LAW 2**

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 Executive of the

Club.

**ARTICLE/BY-LAW: BY-LAW 3**

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. (See Skate Canada By-law 1201 (1)(c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

**ARTICLE/BY-LAW: BY-LAW 4**

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 Executive 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 15 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership.

**ARTICLE/BY-LAW: BY-LAW 5**

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

Fees, skating rules and skating hours of the Club shall be as the Executive 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.

**ARTICLE/BY-LAW: BY-LAW 6**

By-law 6: Suspension and Expulsion from the Club

The Executive may suspend or expel a member of the Club for acting contrary to the Bylaws, Rules and Regulations of Skate Canada or of the Club. The Club Executive 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 Executive. This policy shall be approved by the Club Executive 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. [See Skate Canada By-law 1204.]

**ARTICLE/BY-LAW: BY-LAW 7**

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 Associate Members 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.

• **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 Associate Members 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) [Note that if rights and privileges differ between members

of different Skating Programs, this differentiation must be clearly specified.]

• **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada. Each household will have one vote.

• **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another **Home** Club and have paid a reduced fee as set by the Club.

NOTE: The conditions granted under this partial memberships may be added here (ie. ice time

for practice only, no lessons, no vote, 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) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.

• **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 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.]

• **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Nonvoting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights. [Skate Canada By-law 1201 (1) (c) (i) and 1202 (1)

(e)]

**ARTICLE/BY-LAW: BY-LAW 8**

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 [Skate

Canada By-law 1201 (1) (c) (viii)].

**ARTICLE/BY-LAW: BY-LAW 9**

By-law 9: Club Management

Members of Executive, Committees and Club Delegate to Skate Canada

The members of the Executive, members and Chairs of committees, and the Club

Delegate to Skate Canada must be members in good standing of the Club, be registered as

Associate Members of Skate Canada, be of legal age and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

**ARTICLE/BY-LAW: BY-LAW 10**

By-law 10: General Management of the Club

The general management of the club shall be vested in an Executive consisting of:

immediate Past President, President, Vice-president, Secretary, Treasurer, Fundraising, Test, Publicity, Registration, Recreation Coordinator, Ice and a Coaching Representative as well as up to 4 Members at Large (totalling 14 voting members excluding the Past President and President

{President shall have a vote to create a tie or to break a tie}). All of the above, with the exception of the Past President and the Coaching Representative shall be elected for each year at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected.

The coaching representative shall be elected as per Skate Canada by-laws.

**ARTICLE/BY-LAW: BY-LAW 11**

By-law 11: Holding of Executive Office

The Executive shall hold office until the close of the meeting at which their successors

have been duly elected. Any member of the Executive may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

**ARTICLE/BY-LAW: BY-LAW 12**

By-law 12: Voting at Board of Directors Meetings

A quorum of the Executive shall consist of 50% plus 1 members of the Board of Directors, including the Chair. 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 Executive shall form a quorum. [Skate Canada Bylaw1420 (5)]

**ARTICLE/BY-LAW: BY-LAW 13**

By-law 13: 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 Executive or in the case of the Coaching Representative, by the coaching staff.

**ARTICLE/BY-LAW: BY-LAW 14**

By-law 14: Executive Member Absenteeism

If an Executive 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.

**ARTICLE/BY-LAW: BY-LAW 15**

By-law 15: Role of President

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

**ARTICLE/BY-LAW: BY-LAW 16**

By-law 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and

submitting to the Executive on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. Any two of the President, the Vice-president and the

Treasurer shall sign all cheques and legal documents. Note: It is recommended that the Treasurer be one of the signatories.

**ARTICLE/BY-LAW: BY-LAW 17**

By-law 17: Role of Secretary

The Secretary shall deal with all correspondence, subject to the approval of the President or

his/her delegate, shall issue all notices for Executive and general meetings, shall take

minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

**ARTICLE/BY-LAW: BY-LAW 18**

By-law 18: Committees – President as ex-officio member

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

**ARTICLE/BY-LAW: BY-LAW 19**

By-law 19: Committees - Appointment

The President shall appoint standing Committee Chairs who shall look after duties assigned to

them. All Committee Chairs must submit the names of their Committee members to the President for approval.

**ARTICLE/BY-LAW: BY-LAW 20**

By-law 20: Committees: Eligibility to Serve

All Club Executive 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 Associate

Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

**ARTICLE/BY-LAW: BY-LAW 21**

By-law 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert’s

Rules of Order in all cases in which they are applicable and consistent with the By-laws or special rules of the Association (Skate Canada By-law 1603).

**ARTICLE/BY-LAW: BY-LAW 22**

By-law 22: Skate Canada Club Delegate and Region Councillors

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 delegate shall report on activities at these meetings.

**ARTICLE/BY-LAW: BY-LAW 23**

By-law 23: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within \_\_\_\_60\_\_\_\_\_ days of the close of the March 31st fiscal year. Other general meetings may be held from time to time upon the request of the Executive or upon written request of \_\_\_\_10\_\_\_\_ Club Members. A quorum for an Annual General Meeting or Special Meeting shall be \_\_\_\_10\_\_\_\_\_\_ per cent of the eligible-voting members. [Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting. Note that the required quorum should be 10% of your voting membership.]

**ARTICLE/BY-LAW: BY-LAW 24**

By-law 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 10 days in

advance to each eligible voting member. The notice shall include the time and place of the

meeting, the agenda, full details of any proposed amendments to these By-laws and a complete

list of the candidates nominated for elections.

**ARTICLE/BY-LAW: BY-LAW 25**

By-law 25: 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.

**ARTICLE/BY-LAW: BY-LAW 26**

By-law 26: Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and are 18 years of age, to the Club Coaching representative(s) and to Special Members of the club voting on behalf

of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada). Special members shall be restricted to one vote per household regardless of how many children are in the family.

**ARTICLE/BY-LAW: BY-LAW 27**

By-law 27: Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the Constitution or bylaws 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. All amendments must be submitted more than 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

**ARTICLE/BY-LAW: BY-LAW 28**

By-law 28: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Executive

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 Executive for one calendar year.

**ARTICLE/BY-LAW: BY-LAW 29**

By-law 29: 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 of the Club.

**ARTICLE/BY-LAW: BY-LAW 30**

By-law 30: Effective Force of Amendments to By-laws

All amendments to the By-laws, upon receiving approval of any general or special meeting of

members and upon approval of the provincial government, (if applicable) 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.

**ARTICLE/BY-LAW: BY-LAW 31, 32, 33**

By-law 31

The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be

designated by the Executive.

By-law 32

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

By-law 33

A review of the financial transactions of the Club shall be made each year by a person designated by the Executive and the financial statement shall be made available to the membership of the Club.

**ARTICLE/BY-LAW: BY-LAW 34**

By-law 34: Finance Committee/Chair

This Committee shall be responsible for preparing the Club’s annual budget and advising the Executive as to proposed expenditures and investments.

**ARTICLE/BY-LAW: BY-LAW 35**

By-law 35: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the

Club’s Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The Nominating

Committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing

by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

**ARTICLE/BY-LAW: BY-LAW 36**

By-law 36: Ice Show Committee

This Committee at those times the Executive elects to hold a carnival, shall be responsible for the planning and production of the carnival. Any member may be the chairperson of this committee.

**ARTICLE/BY-LAW: BY-LAW 37**

By-law 37: Ice Committee

This committee shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the Club. This Committee shall also be responsible for the supervision of the skating sessions and for the preparation for rules governing behavior on or around the skating surface.

**ARTICLE/BY-LAW: BY-LAW 38**

By-law 38: Test Committee

This Committee shall be responsible for arranging and supervising all tests and competitions (in consultation with the appointed referees), obtaining evaluators for Skate Canada tests, keeping Club records of tests, preparing test records for forwarding to Skate Canada and for the encouragement of potential Skate Canada evaluators. In addition, this Committee shall assist and promote Evaluator Clinics and assist the Section Judges Chairperson.

**ARTICLE/BY-LAW: BY-LAW 39**

By-law 39: Music Committee

This Committee shall arrange for music at Club sessions, purchase music as approved by the Executive and ensure, where appropriate, that Skate Canada or other suitable Dance and Skills music is available for practice and tests. As well, this committee is responsible for the jump harness.

**ARTICLE/BY-LAW: BY-LAW 40**

By-law 40: Recreational Program Committee

This Committee shall be responsible for promoting and organizing sessions for the Club recreational skating programs in consultation with the Club’s coaching staff. The Committee will also conduct skate/parent orientation sessions, arrange for suitable Skate Canada coaches to teach group lessons. They should also coordinate recreational instructors to attend Skate Canada instructional clinics. It is also charged with ordering recreational program supplies, maintaining skater’s progress reports, ensuing proper licensing policies and procedures are followed if the Club offers the CANPOWERSKATE program and offering well organized, high quality, standardized recreational programs that are fun for participants, coaches and volunteers.

**ARTICLE-BY-LAW: BY-LAW 41**

By-law 41: Competition committee

The Competition Committee is responsible for organizing club competitions as approved by the Executive Committee. This Committee also arranges for out of town competitions in consultation with parents and coaches. The Competition Chairperson appoints a committee and delegates responsibilities.

The Committee determines the following:

* Club needs for competitions in consultation with the Club Executive and Coaching staff
* The types and number of events
* Organize the Club competitions plus out of town ice practices, when practice time is not available through competition
* Book ice times for competitions through the Ice Chairperson
* Obtain judges through the Test Chairperson
* Order competition medals from Skate Canada office
* Obtains and distributes all information required for out of town competition
* Organizes hotels, rides, etc. for out of town competitions.

**ARTICLE/BY-LAW: BY-LAW 42**

By-Law 42: Grievance Committee

All grievances must be brought before the Grievance Committee in writing, signed by the member submitting the grievance. All such communications must be specifically dealt with by the Executive.

**ARTICLE/BY-LAW: BY-LAW 43**

By-Law 43: Publicity Committee

This Committee shall keep the public informed through the news media and shall keep the membership informed on events, results, meetings and any other notices deemed necessary by the Executive.

**ARTICLE/BY-LAW: BY-LAW 44**

By-Law 44: Membership Committee

This Committee is responsible for promoting and developing membership in the Club by informing the public of Club programs, special activities and dates of club registration. It will be the Committee’s responsibility to produce posters, videos and other promotional material and to speak to interested groups regarding the various programs offered by the Club. This Committee is also responsible for collecting membership fees and registering Club members with the Skate Canada national office. Registration fees, receipts and a record of account will be submitted to the Treasurer within 2 weeks of the registration dates for deposit in the bank.

**ARTICLE/BY-LAW: BY-LAW 45,46, 47, 48, POLICIES**

**Dispute Resolution Policy**

By-Law 45

For the purpose of these By-Laws, the Skate Canada Manitoba policy will apply. (Policy B.114)

**Appeals Policy**

By-Law 46

For the purpose of these By-Laws, the Skate Canada Manitoba policy will apply. (Policy I.101)

**Privacy Policy**

By-Law 47

For the purpose of these By-Laws, the Skate Canada Manitoba policy will apply. (Policy J.101)

**Issues and Complaints Policy**

By-Law 48

For the purpose of these By-Laws, the Skate Canada Manitoba policy will apply. (Policy B.113)

Revised

August 20, 2021