

**BYLAWS OF
NORTHERN BLADES NATIONAL SPORTS CENTER FIGURE SKATING CLUB**

Article I – Name, Purpose

Section 1: Name

The name of the organization shall be the NORTHERN BLADES NATIONAL SPORTS CENTER FIGURE SKATING CLUB.

Section 2: Purpose

Northern Blades National Sports Center Figure Skating Club (hereinafter, “the Club”) is organized and operated exclusively to foster national or international youth sports competition, and primarily to conduct national or international competition in sports or to support and develop youth athletes for that competition. The Club will promote a positive attitude and good sportsmanship among its members and carry out the precepts of the United States Figure Skating Association (hereinafter, “US Figure Skating”).

Article II – Membership

Section 1: Classes of Membership

- A. Active Member: A skater over 16 years of age, a parent or guardian of a skater less than 16 years old, a parent or guardian financially responsible for a skater over 16 years old or a US Figure Skating appointed judge. Members must be annual Home Club Members of the Club to be classified as Active members of the Club. Active members in good standing who are 16 years old and older may vote, hold office and serve on the Board of Directors.
- B. Associate Member: Skating instructors and other non-skating individuals may join the Club as associate members. Associate members also include annual members who are Home Club members of another US Figure Skating club. Associate members shall not hold office or serve on the Board of Directors.
- C. Home Club Member: An individual who designates to US Figure Skating that the Club is their home club.
- D. Professional Member: Members who are US Figure Skating certified to coach are approved to coach on club ice.
- E. Special Membership: The Board of Directors may, at its discretion, establish such other special membership categories, as it deems necessary and proper. These members shall have such rights as are designated by the Board of Directors.

Section 2: **Application for Membership**

Northern Blades National Sports Center Figure Skating Club admits members of any age, race, color and national or ethnic origin. Each candidate for membership must apply in writing according to Club procedures. Dues are payable upon application. Annual memberships for each class of membership begins concurrently with the US Figure Skating calendar which is July 1st of one year through June 30th of the next, and are renewable each year. Memberships beginning after July 1st will expire on June 30th. Applications shall include an agreement to abide by the constitution, bylaws, and rules of the club.

Section 3: **Dues**

Membership dues shall be established by the Board of Directors for each class of membership. Dues may be periodically reviewed and changed to reflect current costs.

Section 4: **Arrears**

Any member in arrears for any payments due to the club including but not limited to dues, ice contract payments or other indebtedness shall be notified by mail, phone or email by the Treasurer. The Board of Directors may drop from the membership role the name of any such delinquent member. A member dropped from the role for indebtedness shall be ineligible to hold office, vote, participate in Club competitions, test sessions, exhibition or other events, or utilize any other membership privileges. Such members may be denied Club authority to participate in any competition, test session, exhibition or other event sanctioned by the US Figure Skating. A member dropped from the role for indebtedness may, upon payment of debts, be reinstated to membership by the Board of Directors.

Section 5: **Resignation**

Any member not in arrears for dues or other indebtedness may resign membership in writing to the secretary, who shall inform the Board of Directors for action at the next regular Board meeting. Refunds of dues shall not be made to members resigning during the skating year.

Section 6: **Member Privileges**

The Board of Directors shall determine all membership privileges and limitations for each membership category, except for those provided herein. Each member who has designated the Club as Home Club shall be registered by the Club as a US Figure Skating member. All members in good standing shall be eligible to receive Club approval to participate in any US Figure Skating sanctioned competition, test session, exhibition or other event.

Section 7: **Member Obligations**

The Board of Directors shall establish the obligations and responsibilities for each membership category, except for those provided herein. Each member shall abide by the rules, and bylaws of

the Club and the rules and bylaws of US Figure Skating. No Home Club member or group of members shall make entry in US Figure Skating sanctioned competition, test session, exhibition or other event without authorization of the Club.

Section 8: **Prospective Members**

Prospective Members. A prospective member may be admitted to three (3) club sessions upon payment of random ice charges when accompanied by a Club member or introduced by an active Professional, who in turn introduces him to the Chairman of the Membership Committee, or in absence of the Chairman to one or the Committee members, or a member of the Board.

Article III – Annual Meeting

Section 1: **Annual Meeting**

The date of the regular Annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: **Special Meeting**

The President may call special meetings.

Section 3: **Notice**

Notice of each meeting shall be given to each voting member, by mail or email, not less than ten (10) days before the meeting.

Article IV – Board of Directors

Section 1: **Board Role, Size, and Compensation**

The Board is responsible for overall policy and direction of the Club, and delegates responsibility for day-to-day operations to the Officers and Committees. The Board shall have up to ten (10) members, comprised of the Executive Committee and appointed persons. The Board receives no compensation other than reasonable expenses.

Section 2: **Meetings**

The Board shall meet at least once a year, at an agreed upon time and place.

Section 3: **Board Election**

Active members in good standing who are 16 years old and older may run for specific Officer of the Board positions by placing their name on the ballot. The ballot will be voted upon at the club's Annual Meeting. Elected Board members will begin serving their term at the next meeting of the Board following the Annual meeting.

Section 4: **Terms**

All elected Board members shall serve 1-year terms, and are eligible for re-election. An elected Board member shall not be eligible to hold the same position for more than three (3) consecutive years.

Section 5: **Quorum**

A quorum consists of at least 50 percent of the Board members, and must be attained before business can be transacted or motions made or passed.

Section 6: **Notice**

An official Board meeting requires that each Board member be notified in writing at least two weeks in advance.

Section 7: **Officers and Duties**

There shall be four officers of the Board consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Secretary and Treasurer.

The Vice President shall chair committees on special subjects as designated by the Board.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at the Board meetings, sending out meeting announcements, distributing copies of the minutes and the agenda to each Board member and assuring that the club records are maintained.

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, shall provide input on the level of fundraising that is anticipated and to make financial information available to Board members and to the public.

Section 8: **Vacancies**

When a vacancy on the Board exists, the Secretary should receive nominations from current Board members for new members at least two (2) weeks before the next Board meeting. These nominations shall be sent to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's year term.

Section 9: **Resignation, Termination, and Absences**

Resignation from the Board must be in writing and received by the Secretary. A board member shall be dropped for excess absences from Board meetings. A member with three (3) unexcused absences from Board meetings in a given year, will be issued a warning. A fourth (4th) unexcused absence will result in that member being dropped. A Board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining Board members.

Section 10: **Special Meetings**

Special meetings of the Board shall be called upon the request of the President or one-third (1/3) of the Board. Notices of special meetings shall be sent out to each Board member in advance.

Section 11: **US Figure Skating Delegate**

The Board may appoint one or more Active members in good standing to represent the Club to US Figure Skating. The Secretary shall inform US Figure Skating in writing of the names and addresses of the delegates. Said delegates shall be the sole representatives between the Club and US Figure Skating and shall attend the US Figure Skating meetings in person or by proxy. The Board may pay traveling expenses of the delegates to the US Figure Skating meetings. If a delegate is not appointed, the Club President shall represent the Club to US Figure Skating.

Article V – Committees

Section 1: **Creation**

The Board may create committees as needed, for purposes including but not limited to fundraising, social activities, ice contracting, annual meetings, and rink parenting. The Board President appoints all committee chairs.

Section 2: **Executive Committee**

The four officers of the Board serve as the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors. The Executive Committee may appoint additional Board members as needed.

Section 3: **Finance Committee**

The Treasurer is the chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board or the Executive Committee must approve any major changes in the budget. Annual reports are required to be submitted to the Board showing income,

expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

Article VI – Grievances

Section 1: Member Procedure

Any member having a complaint against another member of infraction of any Club law or rule may file the complaint with the Board of Directors in writing. The complaint shall give the facts of the case and the names of any witnesses. Upon receipt of the complaint, the Board of Directors shall schedule a meeting as soon as practicable to review the case. The complainant and the member complained against shall be given at least seven days notice of such meeting. The Board may hear the parties and their witnesses, and the case will be reduced to writing and filed with the Secretary. The Secretary will mail copies of the Board's findings and decision to the complainant and the member complained against. An appeal of the decision from the Board may be made within seven days of receipt of the decision by filing with the Secretary written notice of such appeal. The Board will then call a special meeting to consider the appeal, and a two-thirds (2/3) vote of all Board members shall be required to reverse or change the decision of the Board.

Article VII – Fiscal Year

The fiscal year of the Club shall run from January 1st to December 31st.

Article VIII – Voting Privileges

At all annual or special meetings of members, active members sixteen (16) years old and over, and all special members who are designated by the Board to be voting members shall be entitled to one (1) vote.

Article IX - Indemnifications

The Northern Blades National Sports Center Figure Skating Club hereby declares that any person who serves at its request as an officer, employee, member or agent of the Board of Directors or chairperson or member of any committee of the Northern Blades National Sports Center Figure Skating Club in any capacity shall be deemed its agent for the purposes of the Article and shall be indemnified by or on behalf of the Northern Blades National Sports Center Figure Skating Club against expenses (including attorney's fees), judgments, fines and amounts paid in settlements actually and reasonably incurred by such person who was a party or threatened to be made a party to any threatened, pending, or complete action, suit, or proceeding whether civil, criminal, administrative, or investigative (other than any action by or in the right of the Northern Blades National Sports Center Figure Skating Club) by reason of such service, provided that such person acted in good faith and in a manner he/she reasonably believed to be in and not opposed to the best interests of the Northern Blades National Sports Center Figure Skating Club and with respect to any criminal action or proceeding and had no reasonable cause to believe his/her conduct was unlawful.

Article X - Amendments

These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

Sanctions-

A skater needs to be given approval for skating special events, ice shows so that it does not jeopardize their skating status.

Article XI – Conflict Resolution

If any club member(s) has a complaint against another member(s) for an infraction of any bylaw or rule other than skating rules, they may file such complaint in writing to the board. Such complaint will be investigated according to the adopted conflict resolution policy.

These Bylaws were approved at a meeting of the Board of Directors of the Northern Blades National Sports Center Figure Skating Club on September 20, 2008.