



Skate Canada Club Name: Sexsmith Figure Skating Club

Skate Canada Club #: 1000708

Incorporation Date (if applicable):

Incorporation Number:

Bylaw Revision Date: August 2024

Approved by Membership: October 17, 2024

1. DEFINITIONS

1.1 Definitions

In these Bylaws, unless otherwise indicated, the following words and phrases are defined here.

a. Annual General Meeting

The Annual General Meeting of members at which an audited financial statement, setting out the Club's income, disbursement, assets and liabilities and signed by the Club's Auditor, will be presented;

b. Board of Directors

The Board of Directors of the Sexsmith Figure Skating Club;

c. Bylaws

These Bylaws, as reviewed and approved by the Skate Canada: Alberta – NWT/Nunavut Section, and filed with, and approved by, Alberta Corporate Registry;

d. Club

A not-for-profit organization that is operating for the general purpose of providing solely Skate Canada skating programs and is managed by a volunteer Board of Directors;

e. Days

Days including weekends and holidays;

f. Director

An individual elected or appointed to serve on the Board including the President;

g. Member

Each entity or individual that meets the requirements of any of the Member classes as defined;

h. Registrant

Includes an individual who is registered by a Club with Skate Canada and who is subject to all rules, regulations and policies of Skate Canada;

i. Skate Canada

Skate Canada – Patinage Canada, incorporated or continued under the laws of Canada and recognized as a National Sport Organization;

j. Skate Canada: Alberta – NWT/Nunavut Section

Skate Canada: Alberta – NWT/Nunavut , incorporated or continued under the Alberta Societies Act, referred to as Skate AB|NT|NU or the Section and recognized as the Provincial Sport Organization for Skate Canada programming;

k. Skate Canada Coach

A skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate Canada sanctioned Clubs and Skating Schools, both on and off ice. These individuals shall have registered, provided full payment and have met all professional coach registration requirements as set annually by Skate Canada;

l. Special Meeting

A meeting of the members which is not the Annual General Meeting;

m. Regular Board Meeting

A Regular Meeting of the Board of Directors to discuss the operational business of the Club of which only the Board of Directors are entitled to vote.

n. Special Resolution

- i. A resolution passed at an Annual General Meeting or Special Meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given; and
- ii. by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by electronic means; or
- iii. a resolution consented to in writing by all Members who would have been entitled at a meeting of the Members to vote on that resolution.

o. Voting Member

A Board Director or Club Member who is entitled to vote at an Annual General Meeting or Special Meeting as defined under the Classes of Club Membership.

1.2 Plural and Singular Forms

In these Bylaws, a word defined in the plural form includes the singular and vice versa.

2. SKATE CANADA AND SKATE CANADA: ALBERTA – NWT / NUNAVUT

- 2.1 A The name of the Club shall be Sexsmith Figure Skating Club hereinafter called the Club.
- 2.2 The Club shall pay such fees and such other charges as shall be required of Clubs from time to time by Skate Canada.
- 2.3 The Club shall abide by all Skate Canada Bylaws, rules, and regulations as per Skate Canada Bylaws.
- 2.4 The Club is located in the Alberta-NWT/Nunavut Section of Skate Canada.

3. BYLAWS OF THE CLUB

- 3.1 Bylaws shall describe the organization and structure of the Club, and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- 3.2 Any Club Bylaw contrary to the Bylaws, Rules, and Regulations of Skate Canada and those of the Skate AB I NT I NU Section shall be invalid. It is acknowledged that any provincial statute governing a Club has precedence over any inconsistent Skate Canada Bylaw relating to that Club.

4. MEMBERSHIP

- 4.1 Club Membership
Membership of the Club shall be open to all. Classification of memberships, eligibility, and privileges are out lined in Section 4.9.
- 4.2 Skate Canada and Club Bylaws, Rules, and Regulations
All members shall uphold, observe, and conform to the Bylaws, Rules and Regulation, and applicable policies and procedures of Skate Canada, the Bylaws of the Club and such regulations as made by the Board of Directors of the Club.
- 4.3 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.
- 4.4 Membership Year
Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that the Membership Fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

4.5 Member in Good Standing

In addition to Membership Fees for a member of the Club to be considered in good standing with the Club, that member must pay additional Club fees as stipulated by the Club Board of Directors in advance of the membership year. Members will not be permitted to take part in any Club activities if these fees are not paid within 30 days of the date set for payment. Members in arrears shall be considered as having terminated their Club membership.

4.6 Setting of Club Fees, Rules, and Skating Hours

Additional Club Fees, skating rules, and skating hours of the Club shall be as the Board of Directors decides from time to time.

4.7 Dispute Reporting and Resolution

The Club Board shall have a policy and procedure to handle general disputes within the Club to standardize the measures and procedures to ensure Club Members have a process to report general disputes, confidence that there will be no retaliation or reprisal for reports made in good faith and reports will be investigated and dealt with within a fair and timely manner.

4.8 Suspension and Expulsion

The Membership of a Club Member may be terminated or suspended by Majority Resolution of the Board in the event that a Member fails to remain in good standing with Skate Canada or fails to observe and conform to the rules and regulations of Skate Canada, Skate Canada: Alberta – NWT/Nunavut, the rules of the Club or these Bylaws. The Board shall have a Misconduct reporting policy and procedure in accordance with Skate Canada Misconduct Reporting and Resolution Procedure and will defer to Skate Canada Safe Sport and/or the Office of the Sport Integrity Commissioner (OSIC), when appropriate.

This policy shall be approved by the Board from time to time and shall be in writing and made available to all Members in advance of its implementation.

4.9 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 Registrants of Skate Canada. Individual members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meetings of the Club.

Active Membership: All eligible skaters who participate in a Club Skating Program and who have paid the full fees as set by the Club and are Registrants 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 Meetings of the Club. (Underage Active Members have no vote but may be represented by Special Members)

Special Membership: Parent or guardian of legally underage Active Members who have paid the full fees as set by the Club and are Registrants of Skate Canada. Special Members shall be restricted to one vote per child registered through the Club.

Partial Membership: All eligible skaters who are Registrants of Skate Canada through another Skate Canada Club but who may obtain limited coaching or ice time through the Club and have paid a reduced fee as determined by the Club. The admission of Partial Members shall be determined at the discretion of the Board in consultation with the appropriate Coaching team member on a case-by-case basis. Partial members do not have a vote at an Annual General Meeting or Special Meetings of the Club nor shall they have associated Special Members.

4.6 Termination of Club Membership

A Member may terminate their Club Membership in writing to the Board of Directors and in accordance with the policy as set forth by the Club. Termination of Club Membership does not mean termination of Skate Canada registrant status.

5. **LIABILITY**

5.1 Liability

The Club shall not be responsible for any damages, injury, illness, or loss of property to any member, guest, or visitor to the Club regardless of the reason or nature of such damage, loss, illness, 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.

6 **CLUB MANAGEMENT**

6.1 Eligibility to Serve: Members of Board of Directors, Committees

The members of the Board of Directors, and members and Chairs of committees, must be members in good standing of the Club, be registrants in good standing of Skate Canada, and be of legal age. No member of the Board of Directors and Committees shall receive compensation for their role(s) or service(s) to the Club.

6.1.1 All Board of Directors shall have a valid Respect in Sport Certification

6.2 General Management of the Club

The general management of the Club shall be vested in a Board of Directors consisting of: President, Vice-President, Secretary, Treasurer, Registration Chair, Fundraising Chair, Sexsmith Agricultural Society Representative, and a Coaching Chair. The above, except the Coaching Chair, shall be elected for two-year terms at the Annual General Meeting. The President, Registration Chair, Fundraising Chair and Sexsmith Agricultural Society Representative shall be elected in odd numbered years and the Vice-President, Treasurer, and Secretary shall be elected in even numbered years. The Coaching Representative shall be elected annually, by and from within, the Skate Canada Coaches of the Club.

6.3 Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members of the Club by a 2/3 majority vote at a Special Meeting duly called for that purpose.

6.4 Conflict of Interest

Board Members shall avoid conflicts of interest or perceived conflicts of interests. The Board Member must disclose fully and promptly such interest, the nature and extent of such interest to the Board or Committee.

6.5 Regular Meetings of the Board of Directors

Board of Director Regular Meetings shall be held once monthly during the skating season, with a minimum of one meeting per quarter for the remainder of the year, and shall be called by the President.

Regular Meetings of the Board of Directors shall be called by email with a minimum of 7 days notice.

All meetings of the Board of Directors shall be open to Club members. The Board of Directors shall close the meeting to the general membership when discussing personnel or disciplinary issues.

6.6 Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 member of the Board of Directors, including the President. The President shall only vote in the event of a tie, when that vote would change the result of the motion.

6.7 Board of Directors Vacancies

Board positions not filled at an Annual General Meeting of the Club or a vacancy occurring between Annual General Meetings of the Club, may be appointed, until the next Annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff. This process shall be outlined and approved by the Board of Directors.

6.8 Board of Directors Member Absenteeism

If a Board of Directors Member has an unexcused absence for more than 2 consecutive scheduled Board of Directors meetings, without good cause and/or without prior written notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

6.9 Role of President

The President shall act as Chair of the Annual General Meeting, special meetings, and regular meetings. In the absence of the President, the Vice-president will fill this duty.

6.10 Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors an annual budget and year to date updates on a regular basis. The Treasurer is responsible for keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an audited annual financial statement.

6.11 Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or their delegate, shall issue all notices for the Annual General Meeting, regular meetings and special meetings. The Secretary shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Skate AB I NT I NU Section such reports as are required by Skate Canada rules and other regulations.

6.12 Committees – President as ex-officio member

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

6.13 Committees - Appointment

The Board 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.

6.14 Rules of Order

In the absence of Club Meeting Procedures, rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order.

7. ANNUAL GENERAL MEETING AND SPECIAL MEETINGS

7.1 Timing, Quorum, and Meeting Requests

An Annual General Meeting shall be held within 60 days of the close of the financial year. Special Meetings may be held from time to time upon the request of the Board of Directors, or upon written request of 10 per cent of Club Members, stating the reason for calling such a meeting. A quorum for an Annual General Meeting or Special Meeting shall be 7 per cent of the eligible-

voting members and must be present at the opening of the meeting.

7.2 Nomination Process

Call for nominations will be emailed out to all members at least 30 days prior to the Annual Meeting. Nominations may be made by any member in good standing by a written submission to the President at least 16 days before the Annual Meeting. Each nominee must indicate acceptance in writing at the time of nomination. Nominations may also be made from the floor, but the nominee must be present to accept the nomination.

7.3 Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 14 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 Bylaws, and a complete list of the candidates nominated for elections. Notice is provided to the last known email provided by each eligible voting member.

7.4 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. Voting by proxy is not permitted.

7.5 Eligibility to Vote

Voting at any Annual General Meeting or Special Meeting shall be restricted to eligible voting members of the Club as defined in the Classes of Club Membership. Eligible voting members must be In Good Standing as defined by the Club dispute policy and procedures and/or the Skate Canada Safe Sport and Resolution Framework. Each eligible voter is restricted to carry one vote.

7.6 Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special Meeting
- Confirmation of the actions (motions) made by the Board of Directors for the respective season
- Secretary's Report
- Presentation of Financial Statements (Annual Financial Statement or Audited Statement)
- Appointment of Auditors (as applicable)
- Other Reports
- Proposed Amendments to the Club Bylaws
- Election of Board of Directors
- New Business

8. **AMENDMENTS**

8.1 Right to Submit, Process for Submitting

Any eligible voting member of the Club, in good standing, may propose an amendment to the Bylaws of the Club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment will be presented at the Annual General Meeting or Special Meeting. All amendments must be submitted at least 30 days before the respective meeting. No amendment to the Bylaws of the Club shall be accepted from the floor at any meeting.

8.2 Voting of Amendments

Any amendment, to be accepted or ratified, by special resolution must pass by a vote of 75% of those who are present and eligible to vote at the Annual General Meeting or Special Meetings of the Club.

8.3 Effective Force of Amendments to Bylaws

All amendments to the Bylaws upon receiving approval of any general or special meeting of members and upon approval of Alberta Corporate Registry shall come into force immediately or on a date specified for same. All such amendments shall be signed by two members of the Club Board of Directors with signing authority and submitted to Skate AB I NT I NU Section Office within 30 days of Member approval at a General or Special Meeting. Skate Canada and the Skate AB I NT I NU Section reserve 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 Bylaw.

9. **FUNDS**

9.1 Financial Year

The Financial year of the Club shall be September 1st to August 31st.

9.2 Contracts of the Society

The Board shall approve and be responsible for the oversight of all Contracts as necessary for Club operations. All contracts must be approved by a 2/3 majority of the Board.

9.3 Deposit & Borrowing

The Treasurer shall be responsible for the oversight of all financial transactions of the Club in such banks or other institutions as may be designated by the Board of Directors. The Board of Directors, on behalf of the Club, has the authority to borrow funds up to \$1000.00 with the approval of 75% of the Board of Directors provided the loan contract is executed as outlined in the Contracts of the Society.

9.4 Disbursement of Club Funds and Executed Club Contracts

All disbursements of Club funds and execution of Club Contracts must have the approval of two signing authorities. Any two of the President, the Vice President and the Treasurer shall sign/approve all cheques, other auditable methods, and Club Contracts.

9.5 Review of Financial Statements

A person designated by the Board of Directors shall make an audit of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club. Any member may request to view the financials upon written request including a specific reason and specific timeframe of the request. The Club's books will be Audited annually by either authorized members of the Board whom do not have financial signing authority or an independent professional accountant in good standing with the Chartered Professional Accountants of Alberta (CPAA).

9.6 Corporate Seal

The Sexsmith Figure Skating Club does not utilize a Seal of the Society.

9.7 Dissolution of the Club

In the event that the Club ceases to exist, the net assets from liquidation shall go to the Sexsmith Agricultural Society.

10. COMMITTEES

10.1 Creation of Committees

The Board of Directors may annually form Committees to assist the Board. Committees should be provided with a committee role description which outlines the work each committee is tasked with and states the outcomes each committee is to achieve. Role descriptions are to be approved by the Board of Directors.

10.2 Finance Committee/Chair

The Finance Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditure to its members.

10.3 Nominating Committee

The Nominating Committee shall consist of a minimum of two members. The Committee members must not be up for election and shall not participate in the voting of the election. This committee is responsible for leading recruitment of candidates and supporting the election process.

10.4 Special Committees

Special committees / sub committees as deemed necessary by the Club may be formed at the discretion of the Board.

11. CLUB OPERATIONS

- 11.1** The Club, with regard to any aspect of its operation, is to be managed and operated by a volunteer Board of Directors, who are registrants of Skate Canada with the specific purposes:
- a. To operate only Skate Canada programming to its members
 - b. To maintain membership in good standing with Skate Canada and the Skate Canada: Alberta – NWT/Nunavut section.

- c. 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.
- d. To 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.
- e. Only Skate Canada Coaches are permitted to provide figure skating and skating programs.

Adopted by:

Sexsmith Figure Skating Club

(Club Name)

on _____ of _____
(day) (month) (year)

Signed

Melonie Zaichkowsky

(President)

(Date)

Signed

(Club Board Director)

(Date)