

ARTICLE ONE: NAME OF CLUB

The name of the Club shall be Silver Jets Skating Club hereinafter called the Club.

ARTICLE TWO: SKATE CANADA

a) A not-for-profit skating 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.

b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada.

c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (c) (iv)o

The Club is located in the Newfoundland Central Section of Skate Canada. See Skate Canada By-law 1503 for definition of Sections.

ARTICLE 3: PURPOSE OF THE CLUB

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.

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 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 Board of Directors 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.

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.

BY-LAWS OF THE SILVER JETS SKATING CLUB

MEMBERSHIP

BY-LAW 1: Club Membership

Membership in the Club shall be open and inclusive, shall reflect the diversity of the community and be open to all irrespective of age, ethnicity, culture, sex, gender identity, sexual orientation, language, socio-economic status or disability.

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 Board of Directors of the Club.

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.

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 such Club fees as are stipulated by the Club Board of Directors. Members will not be permitted to take part in any Club activities if these fees are

BY-LAW 5: Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence upon payment of the Club Membership fee, and shall end on the last day of the Club's fiscal year.

BY-LAW 6: Coaching Remuneration

All fees for private lesson coaching are costs separate from the registration fees and will be billed directly by coaches and must be paid directly to coaches in a timely manner. A coach who is not being paid in a timely manner can make a written complaint to the Club. In such cases, the matter will be addressed at the next scheduled board meeting and the board can revoke or suspend membership and restrict access to ice time.

BY-LAW 7: Employment Agreements

The Club has full authority to enter into employment agreements to fulfill the program needs of the Club and may from time to time adjust fees pending a financial assessment review of the Club.

BY LAW 8: Suspension and Expulsion from the Club

The Board of Directors may, by written notice, suspend or expel a member of the Club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Board shall give the individual a written explanation for the termination of membership, upon request. The individual shall have the right to appeal to the Board and to a general meeting of the members.

BY-LAW 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 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 for the duration of their paid membership.

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 for the duration of their membership. (Underage Active Members have no vote but may be represented by Special Members.)

Special Membership:

Parents or guardians of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada. There will be one Special Membership accorded to a family, regardless of the number of underage active members there are registered with the Club.

Other Classes of Membership:

Other Classes of membership, eligibility and privileges may be set out by the Board from time to time.

VOTING

BY-LAW 10: Voting

Voting on any matter pertaining to Cub business shall be restricted to Club members who are registered as Associate Members of Skate Canada plus the elected Coaches' Representative.

LIABILITY

BY-LAW 11: Liability

The Club or its affiliated training personnel shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club and their involvement in any of the Clubs programs on and off the ice regardless of the reason or nature of such damage, loss or injt.1r~y. Every member,

guest or visitor shalt use tt1e Club facilities and participate in Club programming at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident insurance programs.

CLUB MANAGEMENT

BY-LAW 12: General Management of the Club

The general management of the Club shall be vested in a Board of Directors consisting of:

Board of Directors:

President Vice President

Secretary Treasurer

Test Chair

Registration Chair

Coaching Representative

Program Co-ordinators

Competition and Event Co-ordinator:

Responsible for co-ordinating the registration of all active members' in competitions and communicating announcements and competition information to its members via Facebook Silver Jets Website. Also responsible for overseeing and actively participating in the organization of the annual ice show along with coaching staff.

Publicity Co-ordinator: Responsible for keeping Club members informed on Club activities and Skate Canada programs via Facebook Silver Jets Website, and for promoting Club activities to the community and Club members. This coordinator will arrange for news items, competition results and pictures of club events and members to be supplied to the news media and posted on the Club website.

Fundraising Co-ordinator:

Shall be responsible for all Club fundraising activities as set by the Club Board of Directors. They shall be responsible for communication and information distribution to the members via the Club's website.

Canskate Co-ordinator

Responsible for communications with the members regarding the Canskate program. Directly involved with the coaching staff in organizing and arranging sessions on and off the ice. Liaison with skaters &

coaches with information about the program. Be present at all sessions to deal with queries and handle questions for upcoming sessions. If unable to be present, ensure that an appropriate substitute is available - and the Club President is informed. Provide information to new parents of skaters possibly entering the program. Report to the Board with any and all issues or questions that you feel is necessary to help the program run as smoothly as possible.

Synchro Co-ordinator and Team Managers Synchro- Co-ordinator:

Shall be responsible for the activities of all Synchronized skating teams. Be a direct liaison to team managers and the Board.

Team managers: are responsible for individual team management, finances, fundraising (separate from the normal fundraising activities of the Silver Jets Club), costumes and any other area deemed necessary for the effective administration of the team. Will help coordinate club team try-outs, if any, in consultation with the team coaches, register teams in competitions, make all travel and accommodation arrangements and will contact the Section Synchronized Skating co-ordinator for technical information and locations of Synchronized Skating competitions. Team managers are to report directly to the Synhro Co-ordinator regarding synchro business.

The Board of Directors, with the exception of the Coaching Representative, shall be elected for 2-year terms at the Annual General Meeting Coaching Representative will be elected by a simple majority of the coaches annually.* Terms of office shall be staggered, so that when the terms of directors expire, the terms of the other directors will continue for another year. The Coaching Representative shall be elected annually from within the coaches of the Club as per Skate Canada by-laws Program Coordinators are non-voting members and are appointed by the Board of Directors Synchro team managers are nominated by the coaching staff but must seek approval by the Board prior to taking on the duties of team managers. Each coordinator must report back to the Board and are obligated to fulfill the assigned duties/tasks assigned by the Board of Directors.

BY-LAW 13: Eligibility

Directors shall be at the date of election, or must become within ten days of election, a member in good standing of the Club, and be at least eighteen years of age. Directors shall not be paid employees of the Club ("with the exception of the Coaches' Representative), and no spouse, pa1"ent, brother, sister, son, daughter or in-law of a Skate Canada coach of the Club shall hold office as a director.

BY-LAW 14: 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. A11y member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

BY LAW 15: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes.

BY-LAW 16: Board of Directors Vacancies

Casual vacancies occurring between Annual General Meetings of the Club may be filled 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.

BY-LAW 17: Board of Directors Member Absenteeism

If a Board of Directors 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.

BY-LAW 18: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, another Board member may be asked to fulfill this duty. The President shall supervise all general management of the affairs of the Club. Shall act as Chair of all executive meetings and be an ex officials member of all standing committees. lf felt that standing committees are needed, the President shall appoint standing committee Chairs, whom shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval. The President shall perform duties incidental to the office and if an emergency arises, the President shall, after confirming the decision with the Executive l1as the power to take all necessary steps for the benefit of the Club. The President along with either, the Vice-President, or Treasurer shall sign all cheques and legal documents.

BY-LAW 19: Role of the Vice president

The Vice-President assists the President and Board as requested with all aspects of running the Club. The vice-President shall assume the roles and responsibilities of the President in their absence.

BY-LAW 20: 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 on a regular basis an annual budget, and making a review of the financial transactions of the Club each year and compiling it into a yearend finance report that shall be made available to the membership of the Club at the yearly AGM. Any two of three designated Directors shall sign all cheques and legal documents. (Note: It is recommended that the Treasurer be one of the signatories.)

BY LAW 21: 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 Board of Directors 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.

BY LAW 22: Role of the Test Chair

The Test Chair is responsible for knowing Skate Canada Rules and Technical Guidelines regarding procedures for test session. Be familiar with Section local rules applicable to test day organization/management. Determine the need for tests via the club coaches and set up test days. Collect test applications and test fees and ensure that skaters are eligible for the tests (prerequisite test requirements passed). Obtain evaluators for tests and prepare test sheets and test summary sheets, available for download from the "member's only" section of the Skate Canada website. Provide a room for officials and arrange for payments of evaluators expenses for travel, accommodations and meals. Liaise with club coaches and maintain a record keeping system for test records of skaters in your club.

BY LAW 23: Role of Registration Chair

The Registration chair is responsible for all matters associated with registration of members to the Club and Skate Canada via Uplifter Inc. database. They will have sound knowledge of Uplifter and is responsible for keeping up to date on current changes that the Uplifter website may impose from time to time. They will have open communication with the treasurer with respect to fees and funds related to the running, maintenance, and registration of the program.

BY-LAW 24: Committees- President as ex-officio member

The President shall be an ex-officio member of all committees if such committees need to be formed as determined by the Board.

BY-LAW 25: Committees - Appointment

The President shaft appoints 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

BY-LAW 26: Committees: Eligibility to Serve

All members of Club Committees shall be of legal age (18 years). They must be members in good standing of ·the Club and be Associate Members of Skate Canada.

BY-LAW 27: 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 specials rules of the association.

BY-LAW 28: Annual General Meeting

An Annual General Meeting shall be held every season as determined by the Board. Other general 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. A quorum for an Annual General Meeting or Special

Meeting shall be 50 percent plus one of the current Board of Directors.

BY-LAW 29: Written Notice

All eligible voting members of the Club shall be notified of all general and annual meetings at least 10 days in advance of the meeting. The notice shall include the time and place of the meeting, the agenda, details of any proposed amendments to these By-Laws, and a complete list of the candidates nominated for elections.

BY-LAW 30: Voting on Club Elections

Voting on Club elections and other matters shall be by a simple show of hands and a simple majority shall suffice at the discretion of the Board.

BY-LAW 31: 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 representatives 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 family regardless of how many children are in the family.

BY LAW 32: 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 Secretary's Report

Treasurer's Report (Annual Financial Statement)

Other Reports

Election of Board of Directors

Amendments to the Constitution and By-laws New Business

BY-LAW 33:·Right to Submit, Process for Submitting

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 Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

BY-LAW 34: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors 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 Board of Directors for one calendar year. 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 or General meeting of the Club.

Adopted by:

Silver Jets Skating Club

Signed



(President)

Signed



(Club Board Member)