

**CONSTITUTION OF THE
CAYUGA SKATING CLUB INC., NO.0372**
Sanctioned by Skate Canada

Ratified at AGM June 23, 2024

ARTICLE 1.

NAME

The Name of the Club shall be CAYUGA SKATING CLUB INC., herein after called “the Club”.

ARTICLE 2.

SKATE CANADA

- a) The Club shall be a member of Skate Canada.
- b) The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.
- c) The Club is located in and shall be a member of the *Ontario* Section of Skate Canada. NOTE: See Skate Canada Bylaws Article 8 for definition of Sections.

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 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 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.

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 Board of Directors and control the property of the Club.
- b) The Rules and Regulations of 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 Skate Canada and those of the Section shall be invalid.
- d) No voting by proxy shall take place in the Club, this includes, Board of Directors, committee and all general meetings including the annual general meeting.

BY-LAWS OF THE CAYUGA SKATING CLUB

MEMBERSHIP

By-Law 1.

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

By-Law 2.

All members shall uphold, observe and conform to the Rules of Skate Canada, the By-Laws of the Club and such regulations as set forth from time to time by the Board of Directors of the Club, provided such regulations are not in conflict with the policies and rules of Skate Canada.

By-Law 3.

Members of the Club shall be registered with Skate Canada and pay such registration fees as are set forth by Skate Canada.

By-Law 4.

To be considered in good standing, all members of the Club must pay, within the time limits shown in By-Law 5, such club fees as are stipulated by the Club Board of Directors.

By-Law 5.

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

By-Law 6.

Fee, age limits, skating rules and skating hours shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada skating year, 1 September, or the date that fees are paid (whichever is the latter) and terminated on the last day of the Skate Canada year, 31 August.

By-Law 7.

The Board of Directors may, by written notice, terminate membership of a member for acting contrary to the By-Laws or written policies of Skate Canada or the Club. The Board of Directors shall give to the individual an explanation for the termination of membership on request. The individual shall have the right to appeal to the General Meeting of members.

By-Law 8.

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

A. VOTING MEMBER:

An individual is automatically deemed to be a Voting Member if they are a Skater who is 18 years of age or older for the duration of the skating year; and/or a parent or legal guardian whose child(ren) is (are) under the age of 18 and is (are) registered as a Skater(s) with the Club for the duration of the skating year.

B. NON-VOTING MEMBER:

A Skater who is under the age of 18, will automatically be deemed to be a Non-Voting Member for the duration of the current skating year.

LIABILITY

By-Law 9.

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; and further, every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall maintain Directors and Officers Liability Insurance coverage.

CLUB MANAGEMENT

By-Law 10.

The general management of the Club shall be vested in a Board of Directors consisting of: President, Secretary, and Treasurer. The aforementioned shall be elected at the annual general meeting. One of the members must be a professional Coach in Skate Canada within good standing.

By-Law 11.

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected.

By-Law 12.

Vacancies occurring in the Board of Directors may be filled by members appointed through a majority vote of the Board of Directors. The appointee shall serve the remainder of the vacated time until the next Annual General Meeting.

By-Law 13.

PRESIDENT: It shall be the duty of the President to call and preside at all meetings, general and Board of Directors. That person shall prepare with the Secretary an agenda for all meetings, general and Board of Directors. In the event of a tie vote the President shall be allowed a second vote to break the tie. The President is a member of all committees and shall perform such duties as are customarily vested in a chairman. The President shall hold office for a period of two years; the term shall end at the Annual Meeting, at which time the President shall become Past President.

By-Law 14.

VICE-PRESIDENT: The Vice-President shall be vested with all powers and shall be able to perform the duties of the President in the latter's absence or inability to act. That person shall act as coordinator of all standing committees and shall assist in the overall operation of the Club. The Vice-President shall be encouraged to move up to the position of President after the President has filled his or her term, taking effect at the Annual Meeting.

By-Law 15.

PAST PRESIDENT: The Past President shall look after the Club Constitution and see that it is sent to Skate Canada for approval and distribute it to the membership. That person shall act as an advisor to the Board of Directors.

By-Law 16.

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 keeping such records as are required for audit. All cheques and legal documents shall be signed by any two of the President, the Vice-President and the Treasurer. The Treasurer will have available a written financial statement at every meeting of the management, showing Previous Balance, Current Receipts, Current Expenses and Closing Balance. (The Treasurer shall be chairman of the Finance Committee).

By-Law 17.

SECRETARY: It shall be the duty of the Secretary to record the minutes of all regular, Board of Directors, and special meetings. That person shall keep these meetings either in writing or digitally as they are able. The Secretary shall send copies of the Annual Meeting minutes to all members of the Board of Directors with notice of and the agenda of the meetings. The (Recording) Secretary shall post or cause to be posted a notice of all general meetings at the arena or via e-mail at least one-week prior to such meetings as able. The Secretary shall also post or publish the minutes of the Annual General Meeting for the general membership to read. This, in addition, to other tasks as the Board of Directors sees fit.

By-Law 18.

COACH'S REPRESENTATIVE: The Coach's Representative's job is to assist the Club and to represent the opinion of the Professional Coaching staff of this Club. The Coach's Representative serves as a member of the board of directors and is entitled to a vote at all club meetings.

By-Law 19.

A quorum of the Board of Directors shall consist of three (3) members including the President and/or the Vice or Past President.

ANNUAL MEETING

By-Law 20.

An Annual Meeting shall be held within 90 days of the closing of the winter skating season. Other general meetings may be held from time to time upon the request of the Board of Directors, or upon written request of 10% of the members of the Club. A quorum for an annual or general meeting shall be 10% of the eligible voting members.

By-Law 21.

Notice of the annual meeting or a general meeting shall be mailed or delivered 10 days in advance of each eligible voting member. The notice shall include the time and the place of the meeting, the agenda, full details of any proposed amendments to these By-Laws, and a complete list of candidates nominated for elections. At special general meetings the agenda for the meeting shall be confined solely to the issue for which the meeting was called.

By-Law 22.

Voting at 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. A ballot may be called for by any member of the Club at annual, general or Board of Directors meetings.

By-Law 23.

Voting at Club elections or on any matters pertaining to skating shall be restricted to Club members as defined under **by-laws 8 and 18.**

FUNDS

By-Law 24.

All funds shall be deposited by a designate of the Board of Directors into such banks or other institutions as may be designated by the Board of Directors.

By-Law 25.

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

By-Law 26.

Financial transactions of the Club shall be reviewed each year, by an Accountant designated by the Board of Directors. The reviewed statements shall be made available to the membership of the Club.

STANDING COMMITTEES

By-Law 27.

The Club shall attempt to maintain the following committees; the committees may appoint a Chairperson, or function as a stand-alone group reporting to the Board of Directors.

- 30a. Carnival Committee
- 30b. Nominating Committee
- 30c. Ice Committee
- 30d. Test Committee
- 30e. Finance Committee
- 30f. Music Committee
- 30g. Skating Unlimited Committee
- 30h. Membership Committee
- 30i. Publicity & Communications Committee
- 30j. Fund-raising Committee
- 30k. Competition Committee
- 30l. Hospitality Committee

The Board of Directors may establish any other committee as may be necessary for the good running of the Club. Such committees shall be temporary unless made into a standing committee by an amendment to the By-Laws at the annual general meeting. Rules and responsibilities of all standing committees are attached in Appendix I.

AMENDMENTS

By-Law 28.

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 in form of a resolution and seconded and submitted in writing to the Board of Directors of the Club. All amendments must be included in the notice of meeting. The proposed amendment will be presented to the next general or annual meeting falling 21 days or more after the date of submission. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

By-Law 29.

By-Laws may be enacted or amended by a majority vote of the Board of Directors whenever required. Such By-Laws or amendments must be presented at the next general meeting for ratification, 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.

By-Law 30.

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 or general meeting of the Club.

By-Law 31.

All amendments become effective immediately when they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the Ontario Section and Skate Canada.

The Ontario Section and Skate Canada 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.

By-Law 32.

All meetings of the Board of Directors, any of its committees, and/or the annual or general meeting may be held in-person or electronically via meeting software when it is advantageous to do so. Meetings held in any electronic format follow the same guidelines of any notice in the aforementioned By-Laws, and must include the proper method of accessing the meeting (a link). Electronic meetings follow the same standards of voting as any other meeting.

ORDER OF BUSINESS

By-Law 33.

The order of business at annual general meetings of the Club shall be as follows:

- ◆ Announcement of Meeting by President
- ◆ Minutes of the preceding general meeting
- ◆ Declaration of a Quorum
- ◆ Presentation of Financial Statements
- ◆ Appointment of Accountant(s)
- ◆ Other Reports (as needed)
- ◆ Election of the Board of Directors
- ◆ Amendments to the Constitution and By-Laws

The order of business may be changed by resolution at the Annual General Meeting. For Special General Meetings, By-Law 24 shall apply.

APPENDIX I

Carnival Committee

This committee, at those times the Board of Directors elects to hold a carnival, shall be responsible for the planning and production of the Carnival. A Club Professional Coach may be appointed to produce the show but shall not assume the position of the Manager or Chairman of the Carnival Committee.

Nominating Committee

The nominating committee shall consist of four members, Past President, two directors and one member at large. This committee is responsible for selecting at least a full slate of candidates for election to the Club Office and shall present a slate to the Board of Directors no later than 21 days before the Annual Meeting in the year which an election is to be held. Other nominations may be made by any member in good standing by a submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

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 session and for the preparation of rules governing behaviour on the skating surface.

Test Committee

This committee shall be responsible for arranging and supervising all test competitions, obtaining judges for Skate Canada Assessments, preparing Assessment records for forwarding to Skate Canada, and for the encouragement of potential Skate Canada judges and officials.

Finance Committee

This committee shall be responsible for preparing the Club's annual budget and advising the Board of Directors as to proposed expenditures and investments for the following year.

Music Committee

This committee shall arrange for music at Club sessions, purchase music as approved by the Board of Directors and ensure, where appropriate, Skate Canada Dance and Skills music is available for practice and tests.

Skating Unlimited Committee

This committee shall be responsible for grouping skaters and organizing sessions for the CANSKATE, STAR SKATE AND POWER SKATE Programs in consultation with the Club's coaching staff, and arranging for suitable instructors of groups. Coordination of professional coaches and/or program assistants, setting the program assistants teaching schedule and supervision of program assistants, ordering recreational program supplies, maintaining progress records, and including the issuing of badges and conducting parent/skater orientation sessions. In addition, this committee shall be responsible for the selection of program assistant candidates for CanSkate, STAR Skate and Power Skate Coaches training.

Membership Committee

The membership committee shall be responsible for:

- a) All matters concerning Club membership according to Skate Canada regulations
- b) Collect fees as prescribed by the Board of Directors and issue receipts
- c) Maintain records of members' addresses, phone numbers, membership status fee receipts, date of application, Skate Canada number
- d) Compile an alphabetical mailing list of all members under name of the head of the household with members' name(s) in brackets for membership records and supply list to secretary, publicity chairman, and bulleting editor
- e) Forward any addition to the list immediately
- f) Arrange Canskate groups in cooperation with the Professional-coach and the Skating Unlimited Chairman
- g) Inform the Board of Directors of members in arrears and issue invoices to those members
- h) Submit receipts and a detailed records of accounts to the Club Treasurer for deposit in the bank
- i) Check with the Skating Unlimited Chairman and secure a complete list of all program assistants being used by the Club, and be sure they are included with the list of skating members and board members that are registered with Skate Canada.
- j) Check with the Synchro Team Manager and secure a complete list of members and alternates, and be sure each is included in the list of members registered with Skate Canada.

Publicity & Communication Committee

The Publicity Committee shall:

- a) Keep general public informed and aware of all Club activities
- b) Establish and maintain a regular newsletter from Club members
- c) Receive material for said newsletter from Club members
- d) Be responsible to ensure each member receives a bulletin or printed message.

Fund-raising Committee

The Fundraising Committee shall:

- a) Be responsible for a committee to raise funds for the Club.

Competition Committee

The Competition Committee shall:

- a) Be responsible for organizing Club Competition as directed by the Board
- b) Book ice through the Ice Chairman
- c) Secure the required accountants, locally or from within the Club
- d) Secure the Judges required, preferably from outside the Club
- e) Setting and posting a deadline date for all entries for the Home Club competition, and making the deadline date for all entries CLEAR to the skaters
- f) Open the Club Competition for skaters to enter all events may or may not be included in Interclub, and awards shall be awarded where there is a competition.

Hospitality Committee

The Hospitality Committee shall:

- Arrange for meals for competitions, assessment days, and other events sponsored by the Club.
- a) Arrange a Christmas Party for the Club members.