

Skating Club of Central New York, Inc.
Bylaws
(Revised May 2011)

Article 1: Name and Location

Section 1:

This organization shall be known as the Skating Club of Central New York, Inc. (Amended May 2001).

Section 2:

The Club shall have its headquarters at Cicero Twin Rinks, Cicero, New York. (Amended June 2002).

Section 3:

The Club shall be affiliated with United States Figure Skating.

Article 2: Purpose

The purpose of the Club is to encourage the instruction, practice and advancement in figure skating, pair skating, dance, synchronized skating and all other types of figure skating; to encourage and cultivate a spirit of community among its skaters; to sponsor, produce, or cooperate in the production of amateur ice shows and competitions sanctioned by the United States Figure Skating Association ("USFSA"); to do and perform any and all other acts to the fullest extent permitted by law as may be necessary, advisable, proper or incidental in the realization of the objectives and purposes of the Club; and to carry out the general policies of USFSA. (Amended May 2014)

Article 3: Fiscal Year

The fiscal year of the Club shall begin September 1st of each year and end August 31st of the following year. (Amended May 1994).

Article 4: Membership

Section 1: Membership classifications of this Club shall be: General, Affiliate, Collegiate, Honorary and Basic Skills. (Amended May 2014)

Section 2: General Membership

General membership is available to all skaters and parents of skaters who are interested in the sport of figure skating. General members shall have all benefits of the Club and may vote and hold office, except that parents of General Members under the age of 18 may cast a vote on behalf of their child. (Amended May 2014).

Section 3: Affiliate Membership

Affiliate membership is available to all skating individuals who are “home club” members of another US Figure Skating club, but who skate at the Skating Club of Central New York. Affiliate members shall not vote or hold office. Affiliate members shall provide proof of USFSA membership to the Skating Club of Central New York with their application for membership. (Amended June 2002).

Section 4: Collegiate Membership

Collegiate membership is available to any skater who is a full time college student. Collegiate members shall have all benefits of the Club and may vote and hold office. (Amended May 2014).

Section 5: Honorary Membership

Honorary members shall be elected by two thirds majority of the Board of Directors. Honorary members shall have all benefits of the Club and may vote and hold office. (Amended May 2014).

Section 6: Basic Skills Membership

Basic Skills membership is available to any skater enrolled in the Club’s Basic Skills program. Basic Skills members shall not vote or hold office. (Amended May 2014).

Section 7: Membership in any of the above categories is subject to the approval of the Board of Directors at the next scheduled meeting of the Board. Skaters may skate on a contingent basis until the next scheduled meeting of the Board of Directors. If the Board does not act on the membership at the next meeting, the application for membership will be deemed accepted and the membership approved. Membership shall be for one skating year and shall expire on June 30th of each year. Members must reapply for membership each year. Membership applications are subject to Article 7, Section 7 of these Bylaws and the Codes of Conduct approved by the Board of Directors. (Amended May 2014).

Section 8: Continued membership is contingent upon the member following the rules of the Club and of USFSA. (Amended May 2014).

Article 5: Membership Meetings

Section 1: There shall be an annual meeting of the membership prior to the end of the fiscal year at a date and time established by the Board of Directors. At the annual meeting, the Board

of Directors shall indicate the general state of the Club. Members shall vote on any amendments to the Bylaws of the Club and any other business requiring a vote of the membership. (Amended May 2014).

Section 2: The Chairperson of each committee and executive officers shall provide a written or verbal report to be submitted at the annual membership meeting. The Board of Directors shall report to the membership on the state of the Club. The members may also vote on amendments to the Club Bylaws and any other business requiring consideration by the membership. (Amended May 2014)

Section 3: A general membership meeting may be called upon written petition from 10% or more of the voting membership. The President shall arrange for the date and place of the meeting and shall post notice of the meeting to the membership via e-mail. (Amended May 2014).

Section 4: The Board of Directors may establish any additional membership meetings based on the needs of the Club. (Amended May 2014)

Section 5: A quorum at any membership meeting shall consist of 25% of the voting membership.

Section 6: Robert's Rules of Order shall govern all meetings, including elections. (Amended May 2014).

Article 6: Board of Directors

Section 1: The Club shall be governed by the Board of Directors. (Amended January 1998).

Section 2: The Board of Directors shall be composed of nine members elected by the Club membership. General, Collegiate, Honorary members and parents of General members under the age of 18 may serve on the Board of Directors. Members of the Board of Directors must become members of the Skating Club of CNY prior to taking office. (Amended May 2014).

Section 3: The Board of Directors shall be divided into three groups of three members. The term of office for each group shall be three years, beginning on the September 1st immediately following the group's election and expiring on August 30th of the third year after their election. Members who are elected to the Board of Directors may attend board meetings from the date of the election until their term begins, but shall not vote in any meeting prior to the start of their term. (Amended May 2014).

Section 4: No member of the Board of Directors shall serve more than three complete or partial consecutive elected terms. A former board member may, at a future date, seek nomination and election to the Board of Directors or fill an unexpired term. Refer to Article 6, Section 5. (Amended June 2000).

Section 5: In the event of a vacancy on the Board of Directors, the vacancy may be filled for the unexpired term by a majority vote of the Board of Directors. (Amended May 2014).

Section 6: The Board of Directors shall establish all committees it deems necessary for the operation of the Club.

Section 7: Any member of the Board of Directors may be removed, with or without cause, by a vote of the majority of the Directors at a Special Meeting, provided that the affected member has been given notice of the meeting and an opportunity to be heard or submit a written statement to the Board. The affected member shall leave the meeting prior to the vote. In the event that the member is removed, the Board shall notify the removed member of the removal by certified mail. The decision of the Board is binding and cannot be appealed. (Amended May 2014).

Section 8: Spouses may not serve on the Board of Directors at the same time.

Article 7: Meetings of the Board Of Directors.

Section 1: The Board of Directors will meet monthly and hold special meetings as necessary. (Amended 1/98)

Section 2: All meetings shall be governed by Robert's Rules of Order.

Section 3: A majority of the members of the Board of Directors may call a meeting upon written notice to all Board Members five days prior to the meeting. (Amended 1/98)

Section 4: A quorum of the Board of Directors shall be a majority of the filled positions of the Board, one of whom shall be an executive officer. (Amended May 2014)

Section 5: Members of the Club may request permission to attend a meeting of the Board of Directors to present questions or concerns. The member must request permission to attend a meeting, in writing, from the President. The member shall indicate, in the written request, the questions and/or concerns to be presented. The President shall notify the member of the date of the meeting that the member is invited to attend and the time that will be allotted to the member's concerns during that meeting. The member may attend the meeting only for the allotted time unless otherwise invited to stay by the President.

Article 8: Powers and Duties of the Board of Directors.

Section 1: The Board of Directors shall have the authority in the management of the affairs of the Club.

Section 2: The Board of Directors shall develop and implement all such policies and procedures it deems necessary for the orderly conduct and administration of the Club. All such policies

shall be consistent with the rules and regulations of USFSA and shall be in the best interest of the membership. (Amended May 2014)

Section 3: The Board of Directors shall have the power to suspend or expel any member violating any rules, by-laws, or the Code of Conduct as approved by the Board of Directors. The Code of Conduct shall be posted in the office of the Club. Said member shall be notified in writing of the alleged violation and be given the opportunity to attend a hearing. The member may waive his/her right to a hearing in writing. The Board of Directors shall conduct a meeting at which the charges and/or grievances are presented. The member may present any evidence desired. The Board of Directors shall vote, by secret ballot, on the suspension or expulsion. The member will then be notified of the result of the vote within 10 days. A member may appeal the decision according to the provisions of the USFSA bylaws. (Amended May 2014)

Section 4: The Board, upon recommendation of the President, shall appoint chairpersons of all standing and ad-hoc committees.

Section 5: The Board of Directors shall appoint annually, according to the procedures of USFSA, the number of delegates allotted by USFSA. They shall serve for one year or until a successor is appointed. The Secretary shall file a certificate of appointment with USFSA, duly signed by an authorized officer of the Club. (Amended January 1998)

Article 9: Election of the Board of Directors

Section 1: The Board of Directors shall be elected at the annual membership meeting.

Section 2: The Nominating Committee and the Board of Directors shall prepare a proposed slate of candidates for election by the membership. The slate of candidates will be compiled in a ballot, which will be available for pick up at the Club desk 10 days prior to the annual meeting. Sealed ballots may be returned to the Club desk during Club hours or returned in person before the start of the annual membership meeting. The President, Nominating Chairperson and two other members of the Club will open and count the ballots at the annual membership meeting. No person whose name appears on the ballot may assist in the opening or counting of the ballots. Results of the election will be announced by the close of the annual membership meeting. (Amended May 2014)

Section 3: The Nominating Committee shall file the slate of candidates for any expired or unexpired terms of office and forward the slate of candidates to the membership.

Section 4: In the event of a tie vote in the election of Board members, the current Board members shall meet immediately to resolve the tie by secret ballot in a closed session of the Board. No absentee votes are allowed. Only Board members in attendance may participate in the breaking of a tie. (Amended January 1998)

Article 10: Duties of the Officers

Section 1: The officers of the Club shall be the President, Vice President, Treasurer, and Secretary and shall be known as the Executive Committee. All other elected members of the Board of Directors shall be known as Directors. (Amended June 2002)

Section 2: The President shall be the chief executive of the Club and shall preside or appoint a presiding officer at all meetings. The President shall work closely with all standing and ad-hoc committees. The President shall act as a facility liaison unless the President specifically names a delegate. The President or an approved designee shall sign all agreements and contracts made by the Club, upon approval of the Board of Directors. (Amended June 2002)

Section 3: The Vice President shall assist the President and discharge the duties of the office in the absence of the President. (Amended January 1998)

Section 4: The Treasurer shall keep accurate record of all receipts and disbursements and shall render a written report at each meeting. All funds received by the Club shall be deposited in the name of the Club in one or more bank accounts approved by the Board of Directors. The Treasurer shall be responsible for all bank accounts. The Treasurer shall also be responsible for providing a written report or receipts and expenses at the annual membership meeting. The President and Treasurer shall be the authorized signatories for transaction of all financial business of the Club. (Amended May 2014)

Section 5: The Secretary shall keep the minutes of all general meetings and all meetings of the Board of Directors, as well as other duties assigned by the Board. The Secretary shall conduct all of the official correspondence with other clubs, USFSA and all other organizations as warranted. The Secretary shall render a report at each meeting, a written report when requested by the President. The Secretary shall prepare an agenda, together with the President, for each meeting. The Secretary shall provide the minutes of the previous Board meeting to each Board member. The Secretary shall furnish a complete set of bylaws of the Club to each new Director. Any Club member who wishes to have an item on the next Board meeting agenda shall request so of the Secretary at least one week prior to the meeting. (Amended May 2014)

Article 11: Election of Officers of the Board of Directors

Section 1: The Board of Directors shall elect the officers of the Club at the September Board Meeting. (Amended May 2014)

Section 2: All candidates for President and Treasurer shall ideally have served a minimum of one year on the Board of Directors .

Section 3: The term of office for all officers shall be September 1st until August 31st of the next year.

Section 4: A vacancy in the office of the President shall be filled by the Vice President. In other cases, the Board of Directors shall nominate and elect a person to fill the vacant position until the next election. (Amended January 1998)

Section 5: Any officer of the Board of Directors may be removed from office upon the determination of incompetence, permanent incapacity, misuse of power, dereliction of duties, failure to attend meetings or failure to abide by the processes, procedures and Bylaws of the Club or USFSA. Removal must be approved by the majority of the Board of Directors, excluding the affected Officer. (Amended May 2014)

Article 12: Duties of Committees

Section 1: The Board of Directors shall establish committees as needed. (Amended May 2014)

Section 2: Members of each committee shall serve one year terms from September 1st – August 31st unless otherwise directed by the Board of Directors.

Section 3: Each committee shall have as its chair, a member of the Board of Directors, unless the President determines it is unnecessary to have a Board member as chair of a particular committee. (Amended May 2014)

Section 4: All committee chairpersons will report to the Board of Directors when requested and shall submit a written annual report prior to the annual membership meeting.

Section 5: The Nominating committee shall be made up of members of the Board. (Amended May 2014)

Section 6: The Membership committee shall conduct all membership registrations, maintain a current list of members and their home club affiliation. (Amended January 1998)

Section 7: The Basic Skills committee shall be responsible for the organization and conduct of that program. This committee shall be responsible for the recruiting of the staff, registration, collection of fees, scheduling, marketing and all appropriate skills tests and exhibitions. (Amended May 2014)

Section 8: The Test committee shall organize all sanctioned test sessions, secure appropriate judges, provide accurate schedules for all tests, report test results to USFSA, and monitor adherence to the established ice rules. (Amended May 2014)

Section 9: The Website and Social Media committee shall be responsible for the dissemination of Club information through the Club website and social media accounts. (Amended May 2014).

Section 10: The Coach Liaison committee shall be the liaison between the Board of Directors and the members of the coaching staff. This committee shall receive and review all prospective staff inquiries and interview all prospective coaches. The committee shall then report to the

Board of Directors who will vote on the prospective coaches. The members of this committee shall include the President, Membership Chair, and the Coach Liaison Chairperson, who need not be a member of the Board of Directors. (Amended May 2014)

Section 11: The Competition committee shall organize and sanction all club related competitions, provide judges and related needs, and inform other local clubs of any competitions. (Amended May 2014)

Section 12: The Synchronized Skating committee shall be responsible for the establishment of policies and guidelines of the Club's synchronized skating program, supervising the teams during the skating season, and conducting team try-outs. (Amended May 2014)

Section 13: The Ethics, Discipline, and Conflict Resolution committee shall be responsible for preparing and enforcing all policies and rules of the Club and establishing disciplinary measures. The Ethics, Discipline and Conflict Resolution committee shall report all findings and recommendations to the Board of Directors for approval before any action is taken. (Amended May 2014)

Section 14: The Hospitality committee shall organize any banquet or hospitality function as requested by the Board of Directors. The committee chairperson shall be responsible for sending cards or gifts for any major illness, birth, or death involving members or the family of members or other persons directly involved with the Club.

Section 15: The Bylaw committee shall be convened every three years, beginning in 2017, or more frequently at the discretion of the President. The Bylaw committee shall be responsible for updating the Club Bylaws. It shall prepare amendments to the Bylaws for presentation to the Club members. (Amended May 2014)

Article 13: Guests

Section 1: Non Skating Club of Central New York members who are current USFSA members may pay a walk on fee and skate on Club ice. The fee shall be determined by the Board of Directors. (Amended May 2014)

Section 2: Guest coaches must apply for a Guest Coach contract through the Coach Liaison. Requirements for Guest coaches and any Guest coach fees shall be determined by the Board of Directors. (Amended May 2014)

Article 14: Grievances

Section 1: All grievances involving the conduct of Club members, coaches, Directors or Officers shall be submitted in writing to the President of the Board of Directors. The Board of Directors shall consider all grievances. At the discretion of the President, the Board of

Directors shall consider all grievances and act upon them. The Board of Directors may submit any grievance to the Ethics, Discipline and Conflict Resolution committee for review. The President may call a special Board meeting for any issue requiring immediate action. (Amended May 2014)

Section 2: For any grievance submitted to it, the Ethics, Discipline and Conflict Resolution committee shall meet with the parties involved and gather information, construct possible solutions and work with the affected parties to implement a solution. The committee shall then report the resolution to the Board of Directors. (Added May 2014)

Section 3: If the grievance is not resolved by the Board or the Ethics, Discipline and Conflict Resolution committee and/or by the Board of Directors, the issue may be sent to USFSA. (Amended May 2014)

Article 15: Dissolution

In the event of the dissolution of the Club for any reason, all assets and property remaining after settlement of all debts shall be distributed by the Board of Directors, provided that in no event shall any part of the assets or property or proceeds be distributed to or for the benefit of any member or any individual. (Amended January 1998)

Article 16: Amendments

Section 1: Amendments to these Bylaws may be proposed by any voting member of the Club. (Amended January 1998)

Section 2: Each amendment will be reviewed by the Bylaws committee and voted on by the Board of Directors.

Section 3: All amendments which have been approved by the Board of Directors shall be submitted to the voting membership for their approval at the next scheduled meeting or as soon thereafter as is practical. (Amended May 2014)

Section 4: Proposed amendments must be approved by the majority of those members voting on the amendment.