

BY-LAWS OF THE CROOKSTON FIGURE SKATING CLUB
(Amended May 2016)

ARTICLE I
PURPOSE

Section 1. PURPOSE: The purposes of the Club are: 1) to encourage the instruction, practice, and advancement of the members in compulsory figures, free skating, dancing and all types of figure ice skaters; 2) to sponsor, to produce, to cooperate in the production of amateur ice carnivals and shows; 3) to foster national or international amateur skating competitions and to provide athletic facilities and equipment necessary in the furtherance thereof; 4) and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objects and purposes of this organization; 5) to carry out the general policies of the Learn to Skate USA.

ARTICLE II
OFFICERS

Section 1. OFFICERS: The officer shall be President, Vice President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined.

ARTICLE III
DUTIES OF OFFICERS

Section 1. DUTIES OF THE PRESIDENT: It shall be the duty of the President to take charge of the Club, to preside at all meetings of the Club, and of the Board of Directors. He/she shall have the entire supervision and management of the Club pending the action of the Board of Directors; the power to suspend any member for violating the By-Laws of the Regulations of the Club, pending approval of the Board of Directors.

The President, together with the secretary, shall sign all agreements and contracts made by the Club, upon the approval of the Board of Directors.

Section 2. DUTIES OF THE VICE PRESIDENT: It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in his/her absence to assume his/her duties of officiate in his/her stead.

Section 3. DUTIES OF THE TREASURER: The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements shall be approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer.

Section 4. DUTIES OF THE SECRETARY: It shall be the duty of the Secretary to keep minutes of the meeting of the Club and of the Board of Directors, and to supervise all reports and documents connected with the business of the Club. He/she shall receive all applications for membership and shall furnish members with the By-Laws and Rules of the Club upon request.

He/she shall supervise the correspondence of the Club, prepare and issue notices of all meetings of the Club and Board of Directors.

ARTICLE IV
BOARD OF DIRECTORS

Section 1. NUMBER OF MEMBERS: There shall be a Board of Directors composed of at least seven active parents/guardians who have skaters that are members of the Club and no more than 10 directors. And at no given time there will be no more than 2 parents/guardians who do not have skaters.

Section 2. TERM OF OFFICE: Members shall serve for a period of three years and can be re-elected.

Section 3. METHOD OF ELECTION:

(1)NOMINATIONS: Nominations will be solicited as needed to maintain adequate number of Board Members.

(2) DUTIES: The Board of Directors shall nominate candidates for President, Vice-President, Treasurer, Secretary, and two or three Board Members for election.

Section 4. (1) OFFICERS: The President, Vice-President, Treasurer, and Secretary shall be elected at the first meeting of the fiscal year and as needed; they shall hold office for one year or until their successors are elected.

(2) BOARD OF DIRECTORS: Nominations can be forwarded to current Board of Directors for review and election. They shall hold office for three years beginning at the first meeting of the fiscal year or as needed. Board Members must attend 50% of meetings or activities or will be asked to resign. Any resignation prior to end of term must be submitted to Board of Directors in writing.

ARTICLE V
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. MEETING: The Board of Directors shall meet at least once in every month during the skating season. The date of such meetings shall be stated by the President, or in his/her absence by the Vice-President.

Section 2. QUORUM: Four members shall constitute a quorum.

Section 3. AUTHORITY: They shall have entire authority in the management and affairs, and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them. Coaches are under the supervision of Crookston Park and Recreation.

Section 4. RULES: They shall make such rules as they deem proper respecting the use of the Club's property, fix penalties for offenses against the rules, including Park and Recreation guidelines, and make rules for their own government and for the government of the committees appointed by them.

Section 5. APPROPRIATIONS: All appropriations from the funds of the Club shall be made by the Board of Directors.

Section 6. AUDITS: They shall audit records of Secretary, Treasurer and of the committees.

Section 7. SUSPEND OR EXPEL: They shall have the power to suspend or expel any Club member for violations of the current Skater and Parent Handbook and By-laws for conduct which they deem improper.

Section 8. DROP AND REINSTATE MEMBERSHIP: They may as hereinafter provided drop from the roll any delinquent member and they also may reinstate such members as hereinafter provided.

Section 9. STANDING COMMITTEE: They shall appoint all standing committees with full authority over them except as hereinafter provided and shall appoint such other committees as shall seem to them necessary.

Section 10. LEARN TO SKATE USA LIAISON INCLUDING SAFE SPORT OFFICERS: They shall elect a Delegate of Delegates to the United States Figure Skating Association. The Club Secretary shall inform the Association's Secretary, in writing, of the name and address of the Delegate elected. Said Delegate shall be the representative between the Club and Association and shall attend the Association's meetings, either in person or by proxy. The Board may, as it sees fit, pay the traveling expenses of the Delegate to the Associations meetings.

Section 11. PUBLICATION ADVISORY COMMITTEE MEMBER: They shall appoint an active member of the Club to act as Skating Magazine Representative. Said magazine is the official organ of the LEARN TO SKATE USA. It shall be the duty of this person to furnish news items of the Club's activities to *Skating* and to encourage the writing of instructive articles of lasting interest for *Skating*.

Section 12. EXPENDITURES AND REVENUE: They shall prepare and submit to the fall meeting, a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same.

Section 13. BOARD MEMBER LIMITATION: The office of the Board Members shall be ipso facto vacated:
(1) If he/she is convicted of a Federal offense.
(2) If by notice in writing to the Club he/she resigns his/her office.

ARTICLE VI STANDING COMMITTEES

Section 1. NAMES: The Standing Committees shall be (1) Rules and Ice Committee, (2) Test and Competitions Committee, (3) Dance Committee, (4) Membership Committee, (5) Carnival/Ice Show Committee, and such other committees as the Board of Directors may deem necessary. They shall be appointed annually by the Board of Directors at the regular meeting after the annual election.

Section 2. RULES AND ICE COMMITTEE: The Rules and Ice Committee shall consist of three or more members. They shall make rules and arrangements for the conduct of the club members during the regular skating sessions, and divide the ice time of the club members into sections corresponding to the requirements of the Club. Those rules and regulations shall be approved by the Board of Directors and Park & Recreation Department.

Section 3. TEST AND COMPETITIONS COMMITTEE: The Test and Competitions Committee shall consist of three or more members who shall have complete charge of obtaining competition and testing information for skaters. They shall have complete charge of all Club and Inter-Club competitions along with Park & Recreation.

Section 4. DANCE COMMITTEE: The Dance Committee shall consist of three or more members along with Park & Recreation who shall have complete charge of all dance periods scheduled during Club sessions. They will arrange for a time with Rules and Ice Committee. They shall make up a complete program of dances to fit in the time allotted for dancing by the Rules and Ice Committee.

Section 5. BASIC SKILLS MEMBERSHIP COMMITTEE: The Basic Skills Membership Committee shall consist of three or more members along with Park & Recreation who shall have complete charge of the basic skills sessions. They shall make rules and regulations governing membership, conduct on the ice and division of the ice of all junior group sessions, pending the approval of the Board of Directors. They may ask for and receive help and advice from the other Standing Committees of the Club.

Section 6. CARNIVAL/ICE SHOW COMMITTEE: The Carnival/Ice Show Committee shall consist of three or more members who will act as chairmen of such subcommittees as the Board of Directors may designate.

Section 7. BOARD MEETING. The chairman of the Standing Committees may be requested by the President to attend meetings of the Board of Directors. They may enter into and take part in all discussions, but may not vote.

ARTICLE VII MEMBER

Section 1. GEOGRAPHICAL SCOPE: There shall be no geographical scope as to the membership of this organization.

Section 2. CLASSES FOR MEMBERSHIP: Classes of membership to be inserted to fit local situation, it being important to cover Basic Skills memberships, Associate memberships of non-skaters who are interested in the sport, and such other subdivisions as local conditions seem to warrant.

Section 3. APPLICATION FOR MEMBERSHIP: Each candidate for active and inactive membership must be given in writing to the Board of Directors. Applications for membership must be subscribed by the candidate, must state his/her name, occupation, and address, and include an agreement to comply with the Parent and Skater Handbook, By-Laws and Park & Recreation Policy.

Section 4. ARREARS FOR DUES: Any member in arrears for dues, or other indebtedness shall be notified of delinquency and skater will not be allowed to participate.

Section 5. ARREARS FOR DUES RESTRICTIONS: No member in arrears for dues, or other indebtedness, shall be eligible to hold office, or entitled to vote, or to enter in any club tests or competitions.

Section 6. RESIGNATION: Any member not in arrears for dues, or other indebtedness, may tender a written resignation of his membership to the Secretary, who shall report the same to the Board of Directors, at their next meeting for their action.

Section 7. HONORARY MEMBERS: Honorary members may be elected at any meeting of the Club after recommendations by the Board of Directors, but three negative votes shall reject.

An Honorary member shall be free from initiation fees, dues, and/or assessments. He/she may represent the Club in exhibitions and attend ice skating sessions under the same rules governing active members. Honorary members have no vote unless otherwise provided. They shall have no claim on the assets or property of the Club. They shall not represent the Club in competitions.

Section 8. RESPONSIBILITY FOR GUESTS: Members shall be responsible for the conduct of all persons admitted to the Club's property at their request.

Section 9. BOARD APPROVAL FOR COMPETITION AND EXHIBITION: No member or members of the Club shall make entry in the name of the Club in completion or exhibition except with the approval of the Board of Directors, or someone given authority by them.

ARTICLE VIII CLUB MEETING

Section 1. TIME: There shall be one annual stated Club Membership meeting each year. A stated meeting shall be determined by the Board of Directors.

Section 2. QUORUM: Twenty percent of all members in good skating shall constitute a quorum for the transaction of business.

Section 3. NOTICES: Notices of stated and special meetings shall be posted by the Secretary of the Club bulletin board.

Section 4. SPECIAL MEETING LIMITATION: No business shall be transacted at a special meeting except that of which notice was given.

ARTICLE IX DISCIPLINE/CONFLICT RESOLUTION

Section 1. METHOD OF PROCEDURE: Will follow LEARN TO SKATE USA Safe Sport and CFSC Parent and Skater Handbook.

ARTICLE X FEES, DUES, AND ASSESSMENTS

Section 1. SUBSCRIPTION TO *LEARN TO SKATE USA MAGAZINE*: One subscription per competition family living at the same address is included in the registration fees and increases general interest in the sport if read by all members.

Section 2. PROSPECTIVE MEMBERS: A prospective member may be admitted to three club sessions per season provided he/she is accompanied in person by a club member.

ARTICLE XI ADOPTION OF BY-LAWS

Section 1: An acting President shall call the Club together and request the adoption of the By-Laws.

Nominations shall be requested from the floor for the Board members. Method of voting shall be herein proved for.

ARTICLE XII
AMENDMENTS TO BY-LAWS

Section 1: These By-Laws may be amended by two-thirds majority of the Board of Directors at any regularly constituted meeting thereof.

ARTICLE XIII
ORDER OF BUSINESS

Section 1. SEQUENCE: At stated and special meetings, the following order of business shall be observed:

1. Roll Call
2. Reading of the minutes of previous meeting
3. Reports of the officers
4. Reports of the committees
5. Election of officers
6. Unfinished business
7. New business
8. Adjournment

ARTICLE XIV
RULES OF ORDER

Section 1. ORDER OF MOTIONS: When a question is before the meeting, no motion shall be entertained except:

1. To adjourn
2. To lay on the table
3. The previous question
4. To postpone
5. To commit
6. To amend

Which several motions shall have precedence in the order above given and the first three shall decide without debate.

Section 2. YEAS AND NAYS: If any two members shall request, the yeas and nays shall be called upon any question, whereupon each member present shall vote as his/her name is called, without debate, unless excused from voting at the meeting and the vote so taken shall be recorded in the minutes.

Section 3. TO RECONSIDER: A motion to reconsider must be made by a member who voted with the majority, and at the same or succeeding meeting.

Section 4. MAJORITY VOTE: Except as otherwise provided, all questions shall be determined by majority vote.

The President may vote only in case of a tie, except when the yeas/nays are ordered in which he/she shall vote when his/her name is called. If the result be then a tie, the motion shall be declared lost.

Section 5. ROBERT'S RULE OF ORDER: All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert's Rule of Order.