

**REVISED CONSTITUTION AND BYLAWS; MAY 2002**

Constitution of the Thomas Creek Figure Skating Club

Member Club of  
The United States Figure Skating Association

Adopted: August 22, 1989

**ARTICLE I**  
**NAME AND CORPORATION**

**Section 1. Name:** The organization shall be known as Thomas Creek Figure Skating Club.

**Section 2. Incorporation:** The club was incorporated under the Laws of the State of New York on the 8th Month, 22<sup>nd</sup> Day, in the Year 1989.

**Section 3. Officers of Incorporation:** The four officers of the Club shall be the four officers of Incorporation.

**Section 4.** This Club shall have its headquarters in the Thomas Creek Ice Arena at 80 Lyndon Road, Fairport, New York.

**ARTICLE II**  
**PURPOSE**

The purposes of the Club are: to encourage in the instruction, practice and advancement of the members in any or all of the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; and to carry out the general policies and objectives of the United States Figure Skating Association.

**ARTICLE III**  
**OFFICERS**

**Section 1. Titles:** The officers shall be the President, two Vice-Presidents, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined. All officers must be registered members of the USFSA who have designated the corporation as their home club.

**Section 2. Duties of the President:** It shall be the duty of the President to take charge of the Club; to preside at all meeting of the Club. The President shall have the entire supervision and management of the Club and its property; the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the Board; to call special meetings and Club meetings. The President, together with the

Secretary shall sign all agreements and contracts made by the Club upon the approval of the Board.

**Section 3. Duties of the Vice-Presidents:** It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in the absence of the President, to assume the duties and officiate in his/her stead. First VP shall be responsible for club publicity and the Second VP shall oversee fund raising for the Club.

**Section 4. 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 and shall render a written report at each Board Meeting. Disbursements shall be made only upon vouchers approved by the Board. The Board has the power, whenever they deem it necessary, to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board, or in securities approved by the Board. All disbursements by check shall be signed by the Treasurer and/or the President or another designated officer or member of the Board. The Treasurer shall not withdraw from the Club's saving account or other investment any funds earned in a prior year except upon the vote of a majority of Officers. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required.

**Section 5. Duties of the Secretary:** It shall be the duty of the Secretary to keep the "minutes of the meeting" of the Club and of the Board, to supervise all reports and documents connected with the business of the Club, and to issue notices of the meeting of the club and Board.

**Section 6. Vacancies:** If any of the foregoing offices become vacant by reason of death, resignation, removal or otherwise, the Board shall elect a successor who shall hold office for the unexpired term.

**Section 7. Removal:** Any office or director may be removed from office by the unanimous vote of the Board voting at a special meeting called for this purpose, except the Officer under consideration for removal shall not vote.

## **ARTICLE IV** **BOARD OF DIRECTORS**

**Section 1. Qualification:** Directors must be voting members of the corporation who have designated the corporation as their Home Club under the applicable rules of the United States Figure Skating Association.

**Section 2. Number of Members:** There shall be a Board of Directors composed of the 5 working officers with addition of the Membership Chair. A maximum of one (1) ineligible or restricted member may be on the Board of Directors.

**Section 3. Term of Office:** One half of the Board shall be elected each year at the regular meeting of the membership, and they shall serve for a period of two years. If all offices are open for election one half shall be elected to a one year term and the remaining half to a standard two year term.

**Section 4. Vacancies:** In the event of a vacancy on the Board of Directors, it shall be filled by a vote of the remaining directors by a senior member in good standing who has been a Club member for at least 6 months. Such appointed Director shall fill the unexpired term of the vacated Director.

**Section 5. Quorum:** Two-thirds of the Board shall constitute a quorum.

**Section 6. Meetings:** The Board of Directors shall meet at least once every other month during the skating season, with no less than 4 meetings during the calendar year. The date of such meetings shall be stated by the President or, in his/her absence, by the First Vice-President.

Any four (4) members of the Board may call a Board meeting upon written notice to all the members of the Board of Directors at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

**Section 7. Authority:** The Board shall have the entire authority in the management of 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. The Board shall make such rules as they deem proper respecting the use of the Club's property, prescribe rules for the admission of strangers; fix penalties for offenses against the rules; and make rules for their own government and for the government of committees appointed by them. The Board shall appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

**Section 8. Financial Duties:** All appropriations from the funds of the Club shall be made by the Board of Directors. The Board of Directors shall audit records of the Secretary, Treasurer, and other committees. They shall prepare and submit to the stated annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board. The Board shall have the power to limit the indebtedness of a member of the Club.

**Section 9. Board Member Limitation:** The office of the board member shall be ipso facto vacated:

- a) If he/she is found to be mentally incapacitated.
- b) If he/she is convicted of a felony.
- c) If by notice in writing of the Club he/she resigns his office.

**Section 10. USFSA Delegates:** The Board shall appoint from among its registered eligible members a number of delegates in proportion to the total number of registered members of such member Club during the preceding fiscal year as specified in the USFSA Bylaws, Article XV. The delegates(s) shall be representative(s) between the Club and the Association and shall attend the USFSA Governing Council meeting, either in person or by proxy. Said Club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

## **ARTICEL V** **ELECTIONS**

**Section 1. Time:** Elections shall be held at least one month before the beginning of the fiscal l year for which such officers and directors are chosen. The Board will need to send their list of officers to the USFSA in May, so it is suggested this be kept in mind when deciding election date.

**Section 2. Nominating Committee:** Each year a nominating committee shall be appointed by the Board at least sixty (60) days in advance of the annual election. This committee shall consist of two (2) members of the Board, and two (2) senior members of the Club who are not members of the Board. The names of the candidates selected by the nominating committee shall be made available to each member in the form of a ballot at least two (2) weeks prior to the annual meeting. Candidates may be nominated by petition or declaration (self-nomination), as well as by the nominating committee.

**Section 3. Voting:** Ballots shall be made available to all members at least ten (10) days before the date set for counting votes. Members may cast their ballots by mail addressed to the Secretary or in person at a meeting held solely for the purpose of counting the ballots. Ballots not received in the mail in time to be counted shall be invalid. This meeting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the Secretary or such other person as the Board of Directors may designate.

**Section 4. Records:** The Secretary shall preserve the records of an election for at least one year.

## **ARTICLE VI** **MEMBERSHIP**

**Section 1.** Candidates for membership shall be individuals interested in the objectives of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of the United States Figure Skating Association.

**Section 2. Classes of Membership:**

- a) Senior Members, who shall have attained the age of eighteen years as of the first day of October of the current membership year, shall have all privileges.

- b) Junior Members, who are under the age of eighteen as of the first day of October of the current membership year, shall have all privileges.
- c) Associate Members, who shall maintain their USFSA membership and name that club as their home club. They shall not hold office or have voting rights with this Club.
- d) Parent Members, shall be senior member but also have a junior skater as a member of this Club.
- e) Professional Members, Coaches and instructors associated with this Club.
- f) Honorary Members or non-skating members, who shall have attained the age of eighteen and would like to maintain membership in order to hold office or while out of the area.

**Section 3. Application for Membership:** Application for admission, with appropriate fees, shall be submitted to the Membership Chair and the Membership Chair shall submit all applications to the Board of Directors for their approval. Membership applications shall be voted on by the Board within sixty (60) days of receipt. No person shall be elected a member if three or more members of the Board of Directors shall object to the election of such person. Rejection may not be discriminatory as to race, age or religious preference. Each new member shall be notified by the Membership Chair.

**Section 4. Termination & Suspension of Membership:** Any member's membership may be terminated by a majority vote of the Board of Directors. Notice shall be given to said member by registered mail at his or her address as it appears on the Club records within ten (10) days of the termination. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Appeal rights shall be governed by the USFSA rules and bylaws.

**Section 5. Voting Rights:** The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There is no requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions.

## **ARTICLE VII** **CLUB MEETINGS**

**Section 1. Time:** There shall be at least one annual stated Club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall, or within one month after the skating season closes in the spring.

**Section 2. Special Meetings:** The Secretary shall call special meetings at the direction of the President, or upon the written request of ten (10%) percent of the Club members in good standing.

**Section 3. Quorum:** Thirty (30%) percent of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

**Section 4. Notices:** Notices of stated and special meetings shall be made available by the Secretary to every member at least ten (10) days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

**Section 5. Special Meeting Limitation:** No business shall be transacted at a special meeting except that of which notice was given.

## **ARTICLE VIII** **DISCIPLINE**

**Complaints:** Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Board of Directors. Such complaints shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate the same. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a hearing date.

## **ARTICLE IX** **FEES, DUES AND ASSESSMENTS**

**Fees:** The annual dues payable to the corporation shall be in such amount as determined from time to time by the Board of Directors.

## **ARTICLE X** **FISCAL YEAR**

The fiscal year shall run from July 1 through June 30 until such time as the Board of Directors adopts a different fiscal year.

## **ARTICLE XI** **MEMBERSHIP IN THE USFSA**

The Club shall maintain its membership in the USFSA and conduct its affairs in a manner consistent with the bylaws of the association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFSA and the United States Olympic Committee.

**ARTICLE XII**  
**AMENDMENTS TO BYLAWS**

These bylaws may be amended by a two-thirds vote at a regular annual meeting of the members, provided a thirty (30) day notice of the general nature of the proposed amendment(s) has been made available to all voting members. Proxies may be used for voting purposes.

**BYLAWS**

**ARTICLE I**  
**&**  
**ARTICLE II**

REMAIN UNCHANGED AT THIS TIME.