

Rocky Mountain Figure Skating Club

By-Laws

BYLAWS

Rocky Mountain Figure Skating Club

-Member-

UNITED STATES FIGURE SKATING ASSOCIATION

ARTICLE I

Section 1 **NAME**

The organization shall be known as the ROCKY MOUNTAIN FIGURE SKATING CLUB.

Section 2 **HEADQUARTERS**

This Club shall have its headquarters in the Sun Microsystems Ice Centre 10710 Westminster Blvd., Westminster, Colorado, 80020.

Section 3 **FOUNDING AND INCORPORATION**

The Club was founded on August 12, 1977 and incorporated as a nonprofit organization under the laws of the State of Colorado on June 26, 1978.

Section 4 **OFFICERS OF THE INCORPORATION**

The Executive officers of the Club shall be the officers of the Incorporation.

Section 5 **DISSOLUTION**

In the event of the dissolution of the Rocky Mountain Figure Skating Club all assets remaining at the time of dissolution will be donated to the USFSA Memorial Fund.

ARTICLE II

PURPOSE

Section 1 **PURPOSE**

The purpose of this Club is to encourage instruction, practice, and development of the members in free style, pair, dance, synchronized team skating, and all types of figure skating; to encourage and cultivate a feeling of "esprit de corps" among figure skaters; to sponsor, produce or aid in the production of amateur ice shows or exhibitions, and host competitions, to be able to hold and give sanctioned USFSA tests; to encourage members to consider working towards becoming a qualified USFSA judges in any or all phases of figure skating, and in general, to try to carry out the policies of the USFSA.

ARTICLE III

OFFICERS

Section 1 **OFFICERS**

The Officers shall be President or two (2) co-Presidents, Vice-President or two (2) co-Vice-Presidents, Secretary and Treasurer, and Membership Chair. It is desirable and preferred that Board members serve a full one-year term before being eligible to serve as President or Vice-President.

ARTICLE IV

OFFICE 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 Club meetings and those of the Board of Directors. He/she will have the entire supervision of the activities of the Club; will be able to call special meetings of the Board of Directors or Club meetings. All powers and duties are to be carried out with the approval of the Board of Directors. The President or a co-President, with the Treasurer will sign all agreement or contracts made by the Club, with the approval of the Board of Directors. The President shall appoint committees or committee chairs and shall appoint delegates to the governing council of the USFSA, all subject to 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 to assume the duties of the President in his/her absence, and when so acting shall have all the powers, duties, and qualifications of the President. In the event, of the inability of or refusal of the President to act, the Vice-President shall perform the duties of the President.

Section 3 **DUTIES OF THE SECRETARY**

It shall be the duty of the Secretary to keep all minutes of the meetings of the Club and of the Board of Directors, and to supervise all reports and documents pertaining to Club business. The Secretary shall take care of all Club correspondence; prepare and issue notices of all General Meetings of the Club and/or of the Board of Directors.

Section 4 **DUTIES OF THE TREASURER**

The Treasurer shall have charge of the club fund and shall keep accurate records of all receipts and expenditures. He/she shall render a written report when requested by the President or the Board of Directors. All funds are to be deposited in a bank approved by the Board of Directors. All disbursements shall be made by check and shall be signed by the Treasurer.

Section 5 **DUTIES OF THE MEMBERSHIP CHAIR**

The Membership Chair shall timely mail membership renewal forms and shall maintain the roll of members both in Club records and on the USFSA web site. This shall include member status, class of membership, dates joined and left the club. The Membership Chair shall also maintain a list of members not in good standing.

ARTICLE V

BOARD OF DIRECTORS

Section 1 **NUMBER OF BOARD MEMBERS**

There shall be a minimum of eleven (11) Members of the Board of Directors, of which every attempt will be made to include a representative from each of synchronized team skating and coaches. At no time, shall there be an even number of members.

Section 2 **TERM OF OFFICE**

Not more than six (6) members of the Board will be elected each year. Term of office may vary from one (1) year period to one or two (2) or three (3) years.

Section 3 **PAST PRESIDENT**

The immediate past President shall automatically become a non-voting member of the Board of Directors for the year succeeding his term as a Board member, serving in the capacity of Advisor.

Section 4 **ELECTION OF OFFICERS**

The new Board shall elect the Officers of the Club at the first general Board meeting following July 1. Board members must serve a full one-year term before being eligible to serve as President or Vice President.

ARTICLE VII

POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1 **MEETINGS**

The Board of Directors shall endeavor to meet monthly, but in not circumstance shall the Board meet less than eight (8) times per year, with at least one meeting per calendar quarter. The tentative schedule for Board meetings shall be posted on the official Club Bulletin Board and posted, if feasible, on the Club website. Date of such meetings will be determined by the President or in his absence, by the Vice-president. Any four (4) members of the Board may call a Special Board meeting upon written notice to the rest of the Board at least three (3) working days prior to the meeting. The notice shall state the date, purpose of the meeting and the names of the four (4) members requesting the meeting. Notice for purposes of a Special Board meeting shall consist of posting on the Official Club Bulletin Board and emailing to the last known email address of all Board members. If the meeting notice consists of less than one calendar week, then the Board members not requesting the meeting shall also be sent certified mail letters and notification shall be attempted by phone.

Section 2 **QUORUM**

Five (5) members shall constitute a QUORUM.

Section 3 **AUTHORITY**

The Board shall have entire authority in management of affairs and finances of the Club and all matters relative to general Club procedure. They shall make rules as they deem proper concerning the Club's activities, fix penalties for offenses against rules, and make rules for their own government of committees appointed by them.

Section 4 **APPROPRIATIONS**

All appropriations from the Club funds shall be made by the Board (other than in routine matters such as payment of dues to the USFSA).

Section 5. **AUDITS**

The Board may, from time to time, appoint a committee to conduct audits of the Treasurer, Secretary and all Committees and Committee Chairs, including those appointed for the purpose of organizing and conducting competitions.

Section 6. **SUSPENSION OR EXPULSION**

They shall have the power to suspend or expel any member for violation of the Constitution and By-Laws or for conduct they consider improper, but no member may be expelled or suspended for longer than thirty (30) days without a hearing.

Section 7 **COMMITTEES**

They shall approve all committees appointed by the President with full authority over them and shall appoint any other committees they feel are necessary.

Section 8 **USFSA DELEGATE (S)**

They shall elect a delegate(s) to the USFSA. The Club Secretary shall inform the USFSA Secretary in writing of the name and address of the delegate(s) elected. Said delegate(s) shall be the sole representative between the Club and Association and shall attend the USFSA meetings, either in person or by proxy. The Board may, if it sees fit and the Club is financially able to do so, pay the travel expenses of the delegate(s) to the USFSA meetings.

Section 10 **EXPENDITURES AND REVENUE**

They shall prepare and submit at the first annual meeting of the year, a program of anticipated expenditures for the coming year together with proposals of sources of income to meet expenditures.

Section 10 **BOARD MEMBERS LIMITATIONS**

The office of the Board member shall be ipso facto vacated:

- (A) If he/she is convicted of a criminal offense.
- (B) If by written notice to the Club he/she resigns.
- (C) If he/she is no longer a Home Club Senior member of the Club.
- (D) If he/she fails to attend three (3) consecutive Board meetings.
- (E) If he/she is arrears in his fees, dues, and/or assessments and neglects same.

Section 11 **PRIOR WRITTEN AGREEMENTS**

The newly elected Board members of any year must honor all prior written agreements made by the Board(s) preceding them, to the extent fiscally possible and to the extent permitted by law.

Section 12 **VACANCIES**

The Board of Directors at a duly convened meeting shall fill all vacancies occurring among the Board of Directors for any cause for the unexpired term. If vacancy occurs within ninety (90) days of a general election, it will be filled by the vote of the general membership to fill the duration of the unexpired term.

ARTICLE VIII

COMMITTEES

Section 1. **DUTIES OF COMMITTEES**

The Board shall determine the specific duties of each committee. The committees shall have such powers and duties as the President and the Board of Directors shall from time to time determine. The President shall be made cognizant of all committee meetings and shall receive a report of action taken at all committee meetings. A "committee" may be made up of one or more club members.

Section 2 **COMMITTEES**

The Board of Directors, may appoint special committees, which may include, but not be limited to, the following:

1. Hospitality
2. Public Relations
3. Club Newsletter
4. Skating Magazine Correspondent

5. Club Property Custodian
6. Historian
7. Ice Show
8. Clinics

Section 3 **REPORTS OF COMMITTEES**

The Chairman of all committees shall report the activities of their committees to the Board of Directors when requested to do so.

Section 4. **SYNCHRONIZED TEAMS**

The Club recognizes the unique aspects required to manage the Synchronized Skating Teams. The teams will operate within the Bylaws of the Club and the general guidelines and direction provided by the Board of Directors, provide monthly financial statements for each team to the Club Treasurer, make periodic reports to the Board upon request, insure that all Synchronized Team members are full or associate members of the Club, and not do or suffer anything to be done that is not in the best interest of the club membership as a whole.

ARTICLE IX

MEMBERSHIP

Section 1 **GEOGRAPHICAL SCOPE**

Membership shall not be restricted to any one locale or vicinity.

Section 2 **CLASSES FOR MEMBERSHIP**

A Senior Membership-Members at least 18 years of age.

B. Junior Membership -Members under the age of 18. (All Junior members have full membership rights, except for the right to vote).

C. Associate Membership-Members whose home club in another USFSA registered club. Associate members shall not have the right to vote, nor shall they receive Club funding.

D. Honorary Membership

E. Coach Memberships. A Sun Microsystems skating coach may be an Coach member, free of dues and assessments, so long as he or she shall remain on staff, conducting at least 60% of ice center coaching activities at the Sun Microsystems Ice Center and so long as he or she is not a full voting member of another figure skating club. A coach member shall have the right to vote, the right to serve on Committees, but shall not have the right to be elected to the Board of Directors.

Section 3 **APPLICATION FOR MEMBERSHIP**

Application for Membership will be accepted at any time during the membership year. Full payment of dues must be made at time of application. No one shall be discriminated against due to their race, color religion, sex, or national origin in accordance with the Civil Rights Laws of this Nation.

Section 4 **ARREARS FOR DUES**

Any member in arrears for dues or other indebtedness shall be notified in writing by the Secretary and in his name. If dues or any other indebtedness are not paid in full within one (1) month after written notice, the Board may, at its discretion, withhold Club privileges from the member. However, such member may be reinstated to full membership upon payment of dues. No member in arrears for dues or other indebtedness may hold office, vote, take test, enter competitions, or participate in any sanctioned event. The USFSA will be notified of such as required by USFSA rules and regulations.

Section 5 **HONORARY MEMBERS**

The Board of Directors may elect an honorary member at any meeting after recommendation, but five (5) negative votes shall constitute rejection. An honorary member is free from dues or assessments. Honorary Members shall not be nominated or elected to office as a member of the Board, have no vote unless specifically provided by the Board, may not represent the Club in any competition, or be eligible for any club monetary awards.

Section 7 **RIGHTS-DUTIES-PRIVILEGES**

The rights, duties, and privileges of members shall be subject to the following rules:

- (A) All members must immediately notify the Membership Chair of any change of mailing address and or email address. Failure to do so shall be deemed to waiver of any notice called for under the Constitution and By-Laws of the Club.
- (B) All those who have been admitted as members of the Club shall be deemed to have assented to be bound by the Constitution and By-Laws and the Rules of the Club, all restrictions validly imposed, any rulings or decisions properly made, and the exercise of any authority vested in the Executive Committee or in any committees.
- (C) The rights, interest, and privileges of a member in the club shall terminate with the period of his membership.

Section 8 **BOARD APPROVAL FOR COMPETITION AND EXHIBITION**

No members may enter a competition or give an exhibition in the name of the Club unless he has the express written consent of the Board or by a person given this authority.

ARTICLE X

GENERAL MEMBERSHIP MEETINGS

Section 1 **ANNUAL MEETING**

There shall be at least one (1) general Skating Club Membership Meeting per year. The Meeting(s) can be, if feasible, held in conjunction with another club event, such as the Club Banquet or Ice Show.

Section 2 **SPECIAL MEETINGS**

The Secretary shall call special meetings at the request of the President or upon written request of fifteen (15) % of Senior Club members in good standing.

Section 3 **QUORUM**

For the purposes of a general meeting or a special meeting, a quorum shall consist of 51% of the Senior membership of the Club present or present by proxy. A proxy, for these purposes, shall be a written document, signed by the member granting the proxy and witnessed by a person over the age of 18 years of age, and shall state all specific purposes for which the proxy is given and shall be exercised.

Section 4 **NOTICES**

Notices of slated and special meetings shall be mailed by the Secretary to each member at least ten (10) days in advance and/or shall be posted 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 other than specifically that of which notice was given.

Section 6 **FISCAL YEAR**

The Fiscal Year of the Club shall begin on July First (1) of each year and end on June Thirtieth (30) in the following year.

ARTICLE XI

CONFLICT RESOLUTION

Section 1 **PROCEDURE**

Any member having a complaint against another member for infraction of any bylaw or rule, other than U. S. Figure Skating Rules, may report the same in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receipt of such complaint, the Board will hold a special meeting as soon as possible to investigate. The complainant and the member complained of shall receive at least seven (7) days notice of such a meeting and may be heard with their witnesses. The statement and evidence will be put in writing by the Secretary and copies mailed to the complainant and the member to be complained of. An appeal from the decision of the Board may be taken to the Club within seven (7) days thereafter, by giving the Secretary written notice of the appeal. A special meeting shall then be called for consideration of the case, and a two-thirds vote of all Senior members present shall be necessary to reverse the decision of the Board.

ARTICLE XII

FEES -DUES -ASSESSMENTS

Section 1 **MEMBERSHIP DUES**

The Board of Directors will determine the cost of membership dues. Membership dues are divided into two categories: Local Club; for use in Club activities, such as parties, financial aid for competitors, Club emblems, pins, etc, and USFSA Membership; fees for national organizations. The annual dues shall be in amounts, as the Membership Committee shall from time to time determine. Annual dues shall be due and payable on June 30th of each year for the coming year. A statement of fees and assessments due shall be mailed to each Club Member at the address shown on the Club records, prior to June 1st of each year, Membership will be in arrears if said dues are not paid as of June 30th of each year. It is the responsibility of each Club member to keep his membership in good standing by the payment of dues whether or not the statement of fees and assessments has been received.

ARTICLE XIII

AMENDMENT OF BY-LAWS

Section 1 **AMENDMENT PROCEDURE**

The act of approval or rejection of the submitted Amendment shall take place within then (10) days during which time, the Club Secretary shall cause to be posted on the Arena and Club bulletin board all information pertinent to the proposed Amendment. Membership shall make any objections to said proposed Amendment in writing and present it to the Secretary. The Board of Directors will then make its final decision and a vote will be held (Board Members only will vote on amendments after all the information has been taken into consideration) and it will be necessary to the passing of the proposed Amendment that there be a vote of at least eight (8) Yeas/Ayes out of the nine (9) Board Members.

ARTICLE XIV

MISCELLANEOUS

Section 1 **COMMUNICATION OF CLUB BUSINESS**

No member shall communicate to the public any information respecting any details of conduct of the Club's business which in the opinion of the Executive Committee will be inexpedient in the interest of the Club or its' members.

Section 2 **FINANCIAL RECORDS**

The financial records of the Club may be examined or published as authorized by the Executive Committee or by Statute.

Section 3 **USFSA RULES**

Notwithstanding in the foregoing, all Rules and Regulations of the United States Figure Skating Association shall prevail.

Section 4 **COACHES ON CLUB ICE**

This section outlines the requirements for any coach participating on Club sponsored ice. Club sponsored ice entails ice time purchased by the Club for Club use, such as, ice shows, test sessions and general use ice. Coaches must follow the rules and requirements as set out by the Club (i.e. the Board of Directors) or any corresponding rule outlined by the USFSA as it pertains to Club ice. Following are a list of the rules and requirements as stated by the Club. These are subject to modification at any time.

1. Coaches should reference the USFSA Risk Management Guide, Section VIII on Coaching Exposures
2. Coaches must be a PSA member and have a fully funded insurance policy at the time of coaching on Club ice.

ARTICLE XV

DISTRIBUTION OF FUNDS

Section 1 **POLICY STATEMENT**

It is the intent of the Rocky Mountain Figure Skating Club that funds should be dispersed as indicated in Sections 2, 3, 4 and 5, subject to approval of the Board, taking into consideration all relevant conditions existing at the time of disbursement.

Section 2 **DUES**

Dues shall cover the cost of Club ice, USFSA dues, parties, printing, paperwork, and operational funding with the Board of Director's approval. Any excess shall be placed in the General Fund.

Section 3 **COMPETITOR'S FUND**

A. Source of funds

1. Funds will be allocated from money earned through volunteering efforts at competitions hosted by the Rocky Mountain Figure Skating Club or Mile High Figure Skating Association.
2. Dependant on the amount of funds earned in a given competition year, the Board at it's discretion may divert funds to support programs for skaters that would benefit skaters at all levels.

B. Basic Rules of Eligibility

1. The skater must be a current full member in good standing of the Rocky Mountain Figure Skating Club.

To be a member in good standing, a skater must:

- Be a Home Club Member of Rocky Mountain Figure Skating Club.
- Have paid full years dues to the Rocky Mountain Figure Skating Club without lapse of membership.
- Owe no money to Rocky Mountain Figure Skating Club or it's Synchronized Skating Teams.

2. The skater must have been a home club member of the Rocky Mountain Figure Skating Club for one full membership year prior to the year in which funds are requested.

3. The skater or a representative of the skater must comply with the Rocky Mountain Figure Skating Club's volunteer policy.
4. The skater must represent the Rocky Mountain Figure Skating Club in competitions she/he enters, for with Rocky Mountain Figure Skating Club is providing support.
5. The skater must request competitor's funding, using the appropriate form, by the deadline specified on the form.
6. Honorary members are not eligible for competitors funding under any circumstances per Article IX, Section 6.

C. Principles Underlying Skater Support

1. In the interest of increasing participation in figure skating, and of extending the benefits of Club membership widely, RMFSC provides support to as many of its skaters as it reasonably can.
2. Skaters are grouped into four categories according to the type of their skating activity, and within each category, funds are distributed equally.
3. Funding is allocated without reference to skating discipline or family income.
4. Within each category skaters are treated as individuals.
5. RMFSC values and supports all types of figure skating activity, but through its funding policies gives special rewards to the effort and commitment of skaters who participate in the USFSA system of Regional, Sectional, and National "qualifying" competitions.

The term "qualifying" competition refers to the competition as a whole, not to a particular event within that competition. A "qualifying competition is one which is held in order to determine eligibility for a higher competition, or for which the skater had to qualify through lower level competition. For some events, the first level of competition is the only level and skaters do not advance to Sectionals or Nationals, but skaters in these events are still considered to have entered a "qualifying" competition.
6. Skaters may receive funding for each category for which they qualify, but may only receive support once per level per funding year.

D. Participation Categories for Disbursement.

1. Category A: Active skaters who have not competed in a qualifying competition during the funding year. These are skaters who compete in any non-qualifying competition.
2. Category B: Skaters who compete in any first level qualifying competition during the funding year. These competitions include Regionals, Synchronized Sectionals or Nationals, and Adult Sectionals. (See 3.3.5.1)
3. Category C: Skaters who qualify and competes at a mid level competition by virtue of qualification to the appointed competition. These competitions include Sectionals, Junior Nationals, and Adult Nationals. If there are no competitors in this category in any given year, funds will be rolled into Category D.
4. Category D: Skaters who by virtue of their placement in a sectional competition, qualify for and compete in a third-level qualifying competition, whether or not they received a bye a one of the lower qualifying levels. This competition would be U.S. Nationals.

E. Disbursement

1. Within a reasonable amount of time after all money earned in a competitive year has been received, the RMFSC Board will determine the amount of funds available for disbursement.
2. The number of skaters requesting support for Categories A and B must be known in order for the per skater support level to be set.
3. Disbursement of funds must be made to a qualifying expense related to skating and cannot be made directly to the skater.
 - a. Payment may be made towards payment of ice fees to the Club or Ice Arena where the skater trains.
 - b. Payment may be made to the skater's coach (es).
 - c. Payment may be made to a skater's credit card account when expenses have been charged to the account for travel purposes.

- d. Funds may be donated to the RMFSC Scholarship fund in any percentage or amount designated by the skater.
4. Disbursement of Category C and D funds take place as soon as possible following the deadline for receipt of requests. The deadline is set so that all qualifying competitions at the previous level will have been completed.
5. Any skater who receives support in advance of a competition, who later withdraws prior to the competition must return any funds advanced.
6. Whenever funding is requested in any category, all skaters shall provide documentation satisfactory to the Club Treasurer.
7. Any funds returned or not expended in a given year are rolled forward to the Competitors Fund for the following year.
8. Distribution is to be determined on a yearly basis depending on the number of applicants eligible for each Category and done in a fair and equitable manner.

F. Determining the Funding Level for Skaters at Each Participation Level.

1. Distribution is to be determined on a yearly basis depending on the number of applicants eligible for each Category and done in a fair and equitable manner.
2. Category B must be at least twice that of Category A.
3. No Category C or D payment may exceed twice that year's Category B payment.

Section 4 **TRAINING AND EDUCATION**

This fund shall be for the purpose of conducting any special programs and/or training programs for the further understanding of figure skating, such as:

1. Judges' critiques for the competitors.
2. Judges' school for those interested.
3. Special programs for members.
4. Special programs for informational purposes.

Section 5 **ICE SHOW**

Net receipts from Club hosted and sponsored Ice Shows will be used in the promotion of figure skating for Club members.

ARTICLE XVI

CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS

Section 1 **SEQUENCE**

At stated and special meetings, the following order of business shall be observed.

1. Call to order
2. Roll Call
3. Reading of the minutes of the previous meeting
4. Reports of Officers
5. Reports of Committees
6. Election of Officers
7. Unfinished Business
8. New Business
9. Adjournment

Section 2 **ORDER OF BUSINESS**

When a question is before the meeting, no Motion may be entertained except as follows:

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

The above motions shall have precedence in the order given and the first three (3) decided without debate.

Section 3 **YEAS AND NAYS**

If any two (2) member shall request, the Yeas and Nays shall be called upon any question, whereupon each member present shall vote as his name is called, without debate, unless excused from the voting by the meetings, and the votes as taken shall be recorded in the minutes.

Section 4 **TO RECONSIDER**

A motion to reconsider must be made by a member who voted with the majority and at the same time or in succeeding meeting.

Section 5 **MAJORITY VOTE**

Except as otherwise provided, all questions shall be determined by a majority vote. The Chairman shall have the casting vote in case of a tie, except when the Yeas and Nays are ordered in which case he shall vote when his name is called. If the result is then a tie, the motion shall be declared lost.

Section 6 **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.

RMFSC

By laws as amended 5/1/03