



sherwood park

SKATING CLUB

Bylaws

Sherwood Park Skating Club

Revision Date: February 15, 2024

Sherwood Park Skating Club
Glen Allan Recreation Complex
190 Georgian Way
Sherwood Park, AB T8A 2W9

BYLAWS OF THE SHERWOOD PARK SKATING CLUB
Club Number #0143

Date of Incorporation: October 21, 1970

Date of Revision to Bylaws: February 15, 2024

DIVISION I: GENERAL PROVISIONS

ARTICLE 1: NAME OF CLUB

- (a) The Name of the Club shall be **SHERWOOD PARK SKATING CLUB** hereinafter called the Club.
- (b) The Club has not adopted an Association Seal.

ARTICLE 2: SKATE CANADA

- (a) The Club shall be a not-for-profit figure skating or skating club that is a member of Skate Canada and is managed by a volunteer Board of Directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members.
- (b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada.
- (c) The Club is located in the Alberta-Northwest Territories-Nunavut Section of Skate Canada.

ARTICLE 3: PURPOSE OF CLUB BYLAWS

The Bylaws shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Club Executive and Board of Directors and control the property and activities of the Club.

ARTICLE 4: LIABILITY

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. Every member, guest or visitor shall use the Club facilities at one's own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

ARTICLE 5: CLUB RECORDS

- (a) Minutes shall be recorded at all meetings, inclusive of meetings of the Board of Directors, any committees as established from time to time, and any General Meeting.
- (b) Minutes shall record members in attendance.
- (c) Minutes shall record all decisions.
- (d) Minutes shall be drafted within three weeks following the related meeting.
- (e) Subject to subsection (d), minutes, and any other books and records, shall be available to members of the Club in good standing, within seventy-two (72) hours of any request for such records to the Club Secretary. Books and records shall be made available electronically by the Club Secretary to those requesting such access.

DIVISION II: MEMBERSHIP

ARTICLE 6: MEMBERSHIP ELIGIBILITY

- (a) Membership in the Club shall be open to all, irrespective of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation and any other protected grounds as identified in the Alberta *Human Right Act*.
- (b) Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada.
- (c) For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within thirty (30) days of the date set for payment. Members in arrears shall be considered as having terminated their club membership.

- (d) Membership must be renewed annually by signing a consent form. Membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is later) and terminate on the last day of the Skate Canada membership year, 31 August.
- (e) Any Member wishing to withdraw from membership may do so upon notice in writing or verbally to an Executive Member.
- (f) The Club Board may suspend or expel a member of the club for acting contrary to the Bylaws, Rules or Regulations of the Club.

The Club Board shall develop a suspension and expulsion policy in accordance with the Conduct and Complaint Policy that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board.

This policy shall be approved by the Club Board from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures.

ARTICLE 7: CLASSES OF CLUB MEMBERSHIP

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

- (a) **Individual Membership:** Non-skating members who have paid the fees as set by the Club and are Associate Members of Skate Canada. Individual members of legal age of eighteen (18) shall be entitled to one vote at each Annual General Meeting and Special General Meeting of the Club.
- (b) **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of eighteen (18) shall be entitled to one vote at each Annual General Meeting and Special General Meeting of the Club. Underage Active Members have no vote but may be represented by Special Members.
- (c) **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.
- (d) **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another home club and have paid a reduced fee as set by the Club.

- (e) **Honorary Membership:** The Annual General Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from club dues (but not Skate Canada dues) and shall not vote at meetings of the club unless otherwise qualified. They may have a voice at the meetings of the club.
- (f) **Restricted Membership:** A restricted member is an individual who is a paid employee (of the Club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions.

ARTICLE 8: MEMBERSHIP OBLIGATIONS

All members shall uphold, observe and conform to the Bylaws, Rules and Regulations of the Club and such regulations as made by the Executive and Directors of the Club hereinafter referred to as the Club Board.

DIVISION III: CLUB MANAGEMENT PROVISIONS

ARTICLE 9: CLUB MANAGEMENT ELIGIBILITY

The members of the Executive, Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

ARTICLE 10: MANAGEMENT OF THE CLUB

- (a) The general management of the club shall be vested in an Executive consisting of: immediate Past President, President, Vice-President, Secretary, Treasurer, and a Coaching Representative.
- (b) In addition to the Executive identified above, there shall be additional positions on the Board of Directors consisting of a Registrar, Test Chair, Fundraising Chair, Volunteer Chair, Special Events Chair, and two (2) members at large.
- (c) All Board positions, with the exception of the Past President and the Coaching Representative, shall be elected for two (2) year terms at the Annual General Meeting.

- (d) The President, Secretary, Test Chair, Special Events Chair, and Fundraising Chair shall be elected in even numbered years and the Vice-President, Treasurer, Volunteer Chair, and Registrar shall be elected in odd numbered years. One (1) member at large shall be elected each year.
- (e) The Coaching Representative shall be elected annually by and from within the coaches of the club.
- (f) The Past President shall be ex-officio and shall hold office until a new President has been duly elected.
- (g) Remuneration, if any, shall be authorized on an annual basis by special resolution, established at the Club's Annual General Meeting by a 75% majority vote.
- (h) Where there are insufficient members able to fulfill the role of Registrar, this role may be filled by an honorary member of the Club, who shall serve on the Board of Directors in an ex-officio (non-voting) capacity and who shall be paid an honourarium as determined by the Board of Directors.

ARTICLE 11: HOLDING OF OFFICE

- (a) The Executive and Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected.
- (b) Any member of the Executive and Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

ARTICLE 12: CLUB BOARD VACANCIES

Casual vacancy occurring between any Annual General Meeting of the Club may be filled, until the next Annual General Meeting by a simple majority vote of the remaining members of the Club Board or in the case of the Coaching Representative, by the coaching staff.

ARTICLE 13: CLUB BOARD MEMBER ABSENTEEISM

If an Executive Member is absent for more than three (3) consecutive scheduled Club Board meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a simple majority vote of the Executive.

ARTICLE 14: RULES OF ORDER

- (a) Subject to any Articles in these Bylaws that prescribe that simple or 2/3 majority vote be taken on decisions, rules of order for all Club meetings, with the exception of General Meetings (see Divisions IV and V) shall be governed by consensus.
- (b) Where consensus is not possible, Robert's Rules of Order shall be used.

ARTICLE 15: VOTING AT CLUB BOARD MEETINGS

- (a) A quorum of the Executive and Board of Directors shall consist of 50% plus 1 serving members of the Club Board. For certainty, where positions are vacant and where all efforts have been extended to fill these roles, quorum shall be determined based on the filled seats of the Board.
- (b) Subject to Article 14 (b), questions arising at any meeting of the Club Board shall be decided by consensus.
- (c) The meeting chair, generally the President, may vote only when the vote would change the result.

ARTICLE 16: SETTING OF CLUB FEES, POLICIES, SCHEDULES

The Board of Directors, by simple majority, is authorized to establish fees, develop and enforce policies, and set program schedules.

ARTICLE 17: ROLE OF PRESIDENT

The President shall act as Chair of all Board of Directors and any General Meeting. In the President's absence, the Vice-President will fill this duty.

ARTICLE 18: ROLE OF TREASURER

- (a) The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Club Board on a regular basis an annual budget and keeping such records as are required for financial review.
- (b) The Treasurer is also responsible for arranging for an unaudited annual financial statement.
- (c) The Treasurer, along with a member of the Board of Directors, shall sign all cheques and legal documents.

ARTICLE 19: ROLE OF SECRETARY

The Secretary shall deal with all correspondence subject to the approval of the President or President's delegate, shall issue all notices for the Club Board and any General Meeting, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations. The Secretary shall also be responsible for ensuring all reporting is completed to the satisfaction of the Registrar of Corporations in the Province of Alberta as required under the *Societies Act* (as amended from time to time) and associated regulation(s).

ARTICLE 20: CLUB DELEGATE

- (a) The Registrar shall be identified as the Club Delegate to Skate Canada and/or the Section.
- (b) The Section and/or Skate Canada National Office shall be advised of the appointed Club Delegate's name and contact information by the Secretary.

ARTICLE 21: COMMITTEES

- (a) The President may establish committees from time to time and may appoint members to serve as Committee Chairs to carry out the express mandate for the respective committee.
- (b) Committee Chairs shall appoint committee members.
- (c) Committee Chairs and members must all be of legal age and be members in good standing with the Club.

ARTICLE 22: NOMINATING COMMITTEE

- (a) A Nominating Committee shall be established as a standing Committee of the Club.
- (b) The Nominating Committee is responsible for identifying candidates for election to the Club Board of Directors and shall present such a slate to the Club Board no later than three (3) days before an Annual General Meeting in the year in which an election is to be held.
- (c) The Nominating Committee shall consist of a minimum of two members, one from the Club Board and one from the membership.

- (d) Nominations may be made by any member in good standing by a written submission to the Nominating Committee at least five (5) days before the Annual General Meeting.
- (e) Each nominee must indicate acceptance in writing prior to the commencement of elections.

DIVISION IV: ANNUAL GENERAL MEETINGS

ARTICLE 23: TIMING

An Annual General Meeting shall be held within forty-five (45) days of the close of the fiscal year ending 31 May.

ARTICLE 24: WRITTEN NOTICE

- (a) Written notice of all Annual General Meetings shall be provided twenty-one (21) days in advance to each eligible voting member. Such notice may be provide electronically.
- (b) The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these bylaws, and a complete list of available positions for nomination and subsequent election.

ARTICLE 25: QUORUM

A quorum for an Annual General Meeting shall be ten (10) per cent of the eligible voting members.

ARTICLE 26: NOMINATIONS

- (a) Nominations shall be made in accordance with Article 22.
- (b) Nominations from the floor at the Annual General Meeting shall not be accepted.

ARTICLE 27: VOTING ON CLUB ELECTIONS

- (a) Unless otherwise agreed at the respective General Meeting, voting on Club elections shall be by secret ballot.
- (b) A simple majority shall elect a candidate.

ARTICLE 28: ELIGIBILITY TO VOTE

- (a) Voting shall be restricted to eligible club members who are eighteen (18) years of age, to the club Coaching representative(s) and subject to (b) to Special Members of the club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada).
- (b) Special Members shall be restricted to one vote per family regardless of how many children are in the family.

ARTICLE 29: ORDER OF BUSINESS

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the notice of meeting
- Quorum
- Approval of agenda
- Minutes of the preceding meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement Summary)
- Other Reports
- Election of Executive and Board of Directors
- Amendments to the Bylaws
- Appointment of Auditors (as applicable)
- New Business

DIVISION V: SPECIAL GENERAL MEETINGS

ARTICLE 30: CALL FOR SPECIAL GENERAL MEETINGS

Special General Meetings may be held from time to time upon the request of the Board of Directors or upon written request of forty (40) per cent of Club Members.

ARTICLE 31: WRITTEN NOTICE

- (a) Written notice of all Special General Meetings shall be provided twenty-one (21) days in advance to each eligible voting member. Such notice may be provided electronically.
- (b) The notice shall include the time and place of the meeting, the agenda and full details of any proposed amendments to these bylaws.

ARTICLE 32: QUORUM FOR SPECIAL GENERAL MEETINGS

A quorum for a Special General Meeting shall be ten (10) per cent of the eligible voting members.

DIVISION VI: BYLAW AMENDMENTS

ARTICLE 33: AMENDMENTS

- (a) For the purposes of these bylaws, an amendment shall consist of any new provision, an amendment to an existing provision, or the rescission of an existing provision.
- (b) Decisions on amendments shall be by special resolution with a 75% majority vote of members present at any such meeting called to amend these bylaws.

ARTICLE 34: RIGHT TO SUBMIT, PROCESS FOR SUBMITTING

- (a) Subject to (b) any member of the Club, in good standing, may propose an amendment to the bylaws of the Club.
- (b) This proposal must be submitted in writing to the Club Board.
- (c) The proposed amendment will be presented to the Annual General Meeting or Special General Meeting, if any.
- (d) All amendments must be submitted and shared with Club membership at least twenty-one (21) days before the respective meeting.
- (e) No amendment to the bylaws of the Club shall be accepted from the floor at any meeting.

ARTICLE 35: VOTING ON AMENDMENTS

- (a) A special resolution to vote on amendments can only be done at a Special or Annual General Meeting.
- (b) At this meeting 75% of eligible members present must vote in favour of the special resolution in order for a vote on bylaw amendments to be passed.

ARTICLE 36: EFFECTIVE FORCE OF AMENDMENTS TO BYLAWS

- (a) All amendments to the bylaws upon receiving approval of any General Meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same.
- (b) All such amendments shall be submitted to Skate Canada.

DIVISION VI: FUNDS

ARTICLE 37: DEPOSITS

The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Club Board.

ARTICLE 38: BORROWING

Borrowing is prohibited.

ARTICLE 39: DISBURSEMENTS

- (a) All disbursements of Club funds shall be by cheque or other auditable document.
- (b) For clarity, an electronic fund transfer, shall be considered an auditable document.

ARTICLE 40: GRANTS

The Treasurer shall be duly authorized to submit applications for grants on behalf of the Club.

ARTICLE 41: AUDIT OF ACCOUNTS

An Auditor designated by the Club Board shall audit the financial transactions of the Club each year. The audited financial statements shall be made available to the membership of the Club upon request. A summary of the Club's financials shall be presented at the Annual General Meeting.

ARTICLE 42: ASSETS ON DISSOLUTION

In the event that the club ceases to exist, the net assets from liquidation shall go to the Alberta-Northwest Territories-Nunavut Section of Skate Canada.

Adopted by:

SHERWOOD PARK SKATING CLUB

on February 15, 2024

Signed

(President)

(Date)

Signed

(Secretary)

(Date)