

NORALTA SKATING CLUB – BY LAWS
SKATE CANADA # 1000136

ARTICLE 1. NAME

The name of the Club shall be Noralta Skating Club, hereinafter called the Club.

ARTICLE 2. SKATE CANADA

- a. The Club shall be a member of Skate Canada.
- b. The Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada.
- c. The Club is located in the Alberta Section of Skate Canada.

ARTICLE 3. PURPOSE

- a. The purpose of the Club shall be to encourage the instruction, practice enjoyment and advancement of its members in all aspects of figure skating in accordance with the rules and Policies of Skate Canada.
- b. The Club with respect to any aspect of figure skating, is to be managed and operated by amateurs who are duly registered as Associate Members of Skate Canada.
- c. The Club shall protect the amateur status of its members. The Club shall not take or omit any action that would knowingly jeopardize the amateur status of its members.

ARTICLE 4. BY-LAWS

- a. The By-Laws shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b. The Rules and Regulations of Skate Canada shall take precedence over any Club By-Laws.
- c. Any By-Law contrary to the Rules of Skate Canada shall be invalid.

MEMBERSHIP

BY-LAW 1. Membership fee, if any, in the Club shall be determined from time to time, by the Board of Directors. Any person may become a member upon payment of the appropriate fee. All members are responsible for behaving in accordance with the by-laws and objectives of the club. The classes of membership, eligibility and privileges shall be as follows:

a. Individual Membership

Non-skating members who have paid the fees set by the Club and are Associate Members of Skate Canada. Individual members of legal age shall be entitled to one vote.

b. Active Membership

All amateur skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All active members of legal age have one vote each. Underage active members have no vote but are represented by Special members as in ©.

c. Special Membership

Parent of guardian of legally underage active members who have paid the fees as set by the Club and are Associate Members of Skate Canada. Each family will have one vote.

d. Partial Membership

Any amateur skater, who is an Associate Member of Skate Canada and has paid a reduced fee as set by the Club, may have ice time for practice only. Partial members receive no lessons, have no vote and may not hold office.

e. Honorary Membership

The annual meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from dues, have no vote and no interest in the assets of the Club.

The following categories of the Club Members shall not be required to obtain Skate Canada Associate Membership and therefore the above shall not apply. These members shall continue to be regarded as “NORALTA SKATING CLUB” members for the duration of their programs.

- a. Can Power Skaters who participate solely in a power program for which a Skate Canada sanction has been issued to the Club under the provision of Rule 4701.
- b. Parent of Club Members under legal age where a special Club Membership with limited privileges is granted (i.e. MOM and TOTS).
- c. Adult skaters who participate solely in a “learn to skate” program.
- d. A skater who participates solely in a “time limited” program.
- e. Parents of skaters who participate as a “volunteer” either on a part-time or regular basis at Club functions.
- f. Volunteers for the **NORALTA SKATING CLUB** who do not meet any of the above.

BY-LAW 2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors through the Secretary. A member who does not pay dues or fees by the due date shall automatically be deemed to have withdrawn from membership. Any member upon vote of a majority (15 voting members in good standing) of the Club may be expelled from membership for any cause which is contrary

to the rules of Skate Canada or for which the Club may deem reasonable. A special general meeting is required, of which meeting notice shall be given to members at least 10 days prior to the date fixed for the meeting.

BY-LAW 3. Club membership shall commence on the first day of October or the date that fees are paid (whichever is the later), and terminate on the 30th day of September.

BY-LAW 4. 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: and further, every member, guest, or visitor shall use the Club facilities at his/her own risk.

BY-LAW 5. A member of the Board of Directors is subject to removal from such position in the same manner and for the same reasons as a member is subject to suspension and expulsion as provided by By-Law 2.

OFFICERS OF THE BOARD OF DIRECTORS

BY-LAW 6. Officers of the Board of Directors have signing authority and can make decisions for the Board of Directors when granted that power by the Board. Officers of the Board of Directors will be the president, vice-president, secretary and treasurer.

PRESIDENT

BY-LAW 7. The President shall set the agenda and when present, preside at all meetings of the Club and the Board of Directors. The president provides club leadership and represents the Club at official functions when required. The President shall be ex-officio member of all committees.

VICE-PRESIDENT

BY-LAW 8. The Vice President is responsible to assist the President in his/her duties, if required, and to preside over meetings in the absence of the President. The Vice President shall support the work of the Club Administrator as required.

SECRETARY

BY-LAW 9. It shall be the duty of the Secretary to attend all meetings of the Club and to keep accurate minutes of the same. The Secretary phones to remind members of meetings, distributes, mails and posts meeting agendas and minutes. He/she shall have charge of the Seal of the Club which seal, whenever used, shall be authenticated by the signature of the Secretary and any one of the President, Vice President, and Treasurer. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board of Directors. The Secretary shall have charge of all the

correspondence on the Club and be under the direction of the President and the Board of Directors.

TREASURER

BY-LAW 10. The Treasurer is responsible to prepare budgets and provide forecasts. The Treasurer monitors the finances of the Club and reports financial information. He/she shall properly account for the funds of the Club and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board of Directors whenever requested and shall prepare for submission to the Annual Meeting a statement audited as hereinafter set forth, of the financial position of the Club and submit a copy of the same to the Secretary for the records of the Club. The Office of the Secretary and Treasurer may be filled by one person if an Annual Meeting for the election of officers so decides.

BOARD OF DIRECTORS

BY-LAW 11. The Board of Directors as a whole has the authority to control the operations and affairs of the Club. The Board of Directors shall be comprised of the Officers of the Board, the past president, and up to eight directors as required to get the work of the board done. The term of office for each position shall be one year. The number, duties and responsibilities of Directors shall be reviewed and updated annually in March by the Board of Directors keeping in mind the work for the upcoming year. Directors are encouraged to recruit and mentor a co-director to assist with activities as required. Members of the Board of Directors shall be determined by vote at the Annual General Meetings. Positions remaining vacant after the General Meeting can be filled by a majority vote of the elected Board of Directors or alternately the work divided among the Board. Any vacancy during the year may be filled by members appointed through a majority vote of the Board of Directors.

MEETINGS

BY-LAW 12. All meetings of the Club shall respect the Skate Canada rule book and be governed by Roberts Rules of Order as its final authority.

BY-LAW 13. Board of Director Meetings shall be held as often as required, but at least once a month, and shall be called by the President. A special meeting may be called on the instructions of any three members thereof provided they request the President in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the Board of Directors shall be called by three (3) days notice by telephone or posting. Quorum shall be considered half plus one of the total filled Board of Directors positions. Meetings may be held if a quorum is not present, provided however, that any business transactions at such meeting shall be present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board, otherwise they shall be null and void. All meetings of the Board of Directors shall be open to the general club membership. The Board of Directors shall

close the meeting to the general membership when discussing personnel or disciplinary issues.

BY-LAW 14. Annual Meetings shall be held on or before May 31, of which meeting notice shall be given to members at least ten days prior to the date fixed for the meeting. Notice of meetings will be by any means appropriate to inform the general membership. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, and up to eight (8) directors. A majority of whom shall be Canadian citizens. The officers so elected, along with the past president, shall form the Board of Directors and shall serve until their successors are elected and installed. Fifteen (15) voting members in good standing shall constitute a quorum at any Annual Meeting.

BY-LAW 15. General Meetings of the Club may be called at any time by the Secretary upon the instruction of the President or Board of Directors by sufficient advertising prior to the date of such meeting. A special General Meeting shall be called by the President or Secretary upon receipt of a petition signed by fifteen (15) voting members in good standing, setting forth the reasons for calling such meeting. Notice of five (5) days prior to all General Meetings shall be given by any means appropriate (i.e. mail, fax, email or telephone) to inform all voting members in good standing. Fifteen (15) voting members in good standing shall constitute a quorum at any General Meeting.

AUDITING

BY-LAW 16. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for the purpose at the Annual Meeting. April 30 in each year shall be the end of the fiscal year of the Club.

ACCESS TO BOOKS AND RECORDS

BY-LAW 17. The books and records of the Club may be inspected by any member of the Club at the Annual Meeting provided for herein, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board of Directors shall at all times have access to such books and records.

VOTING/DECISION MAKING

BY-LAW 18. Voting at Annual or General Meetings for Club elections or on any matter pertaining to club business shall be restricted to amateur Club members who are registered as Association Members to Skate Canada and of legal age; and to special members of the Club, voting on behalf of their children who are members of the Club. Special members shall be restricted to one vote per family regardless of how many children are in the family. Such votes must be made in person and not by proxy or otherwise.

BY-LAW 19. Voting in Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

BY-LAW 20. Decisions at the Board of Director meetings will be made by majority vote. All members of the Board of Directors shall have one vote except the President who shall vote only in the case of a tie. Where it is anticipated that a decision will need to be made during times where it is difficult for the Board of Directors to physically meet, the Board may grant the Officers of the Board decision making power. Alternately the President may request the secretary to notify the Board of Directors of the need for a decision, providing at least twenty-four (24) hours for a response either by telephone or e-mail. All decisions of the Board of Directors shall be recorded in meeting minutes. Minutes shall be available for all club membership to review and will be posted within two weeks of each meeting. Decisions relating to personnel and disciplinary actions shall be kept by the Secretary in a separate confidential file to be accessed only by members of the Board of Directors as required and as determined as acceptable by majority vote of the Board.

RENUMERATION

BY-LAW 21. Unless it is authorized by a quorum of members at an Annual Meeting or other General Meeting of the Club or at a special meeting called for such purpose, no Remuneration shall be paid to any officer/director.

BORROWING POWERS

BY-LAW 22. For the purpose of carrying out its objectives, the Club may borrow, raise or secure the payment of money in such manner as it thinks fit, and in particular, issue debentures, but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without a special resolution of the members. Such a special resolution can only be done at a General Meeting where 21 days or more notice of the meeting has been given to the membership. A minimum of 75% of the members in attendance must vote in favour of this Special Resolution.

APPEALS

BY-LAW 23. Club members in good standing with the Club may appeal decisions of the Board of Directors. Notice of appeal must be received by the President within one month of the decision being made. Appeals will be addressed at the next board meeting and may be presented either in written or presentation format. All decisions for the Board regarding the appeal will be final.

SUBCOMMITTEES

BY-LAW 24. The Board of Directors shall establish subcommittees when required. The subcommittee(s) shall receive direction from and be accountable to the Board of Directors.

BY-LAWS

BY-LAW 25. The By-Laws may be rescinded, altered or added to by a “Special Resolution” passed at a General Meeting of which one month’s written notice specifying this intention has been duly given.

Amended this 25th day of May, 2006 Annual General Meeting.