

**Skating Club of Central New York,
Inc.
Bylaws
(Revised June 2021)**

Article 1: Name and Location

Section 1:

This organization shall be known as the Skating Club of Central New York, Inc.

Section 2:

The Club shall have its headquarters at Midstate Athletic Community Center (MACC), Cicero, New York.

Section 3:

The Club shall be affiliated with U.S. Figure Skating and Learn to Skate USA.

Article 2: Purpose

The purpose of the Club is to encourage the instruction, practice and advancement in figure skating, pair skating, dance, synchronized skating and all other types of figure skating; to encourage and cultivate a spirit of community among its skaters; to sponsor, produce, or cooperate in the production of amateur ice shows, competitions and test sessions sanctioned by U.S. Figure Skating; to do and perform any and all other acts to the fullest extent permitted by law as may be necessary, advisable, proper or incidental in the realization of the objectives and purposes of the Club; and to carry out the general policies of U.S. Figure Skating.

Article 3: Fiscal Year

The fiscal year of the Club shall begin August 1st of each year and end July 31st of the following year.

Article 4: Membership

Section 1: Membership classifications of this Club shall be: General, Affiliate, Collegiate, Honorary and Learn to Skate USA.

Section 2: General Membership

General membership is available to all skaters and parents of skaters who are interested in the sport of figure skating. General members shall have all benefits of the Club and may vote and hold office, except that parents of General Members under the age of 18 may cast a vote on

behalf of their child.

Section 3: Affiliate Membership

Affiliate membership is available to all skating individuals who are “home club” members of another US Figure Skating club, but who skate at the Skating Club of Central New York. Affiliate members shall not vote or hold office. Affiliate members shall provide proof of U.S. Figure Skating membership to the Skating Club of Central New York with their application for membership.

Section 4: Collegiate Membership

Collegiate membership is available to any skater who is a full-time college student. Collegiate members shall have all benefits of the Club and may vote and hold office. Collegiate membership is valid for 4 years from initiation.

Section 5: Honorary Membership

Honorary members shall be elected by two thirds majority of the Board of Directors. Honorary members shall have all benefits of the Club and may vote and hold office.

Section 6: Learn to Skate USA Membership

Learn to Skate USA membership is available to any skater enrolled in the Club’s Learn to Skate USA program. Learn to Skate USA members shall not vote or hold office.

Section 7: Membership in any of the above categories is subject to the approval of the Board of Directors at the next scheduled meeting of the Board. Skaters may skate on a contingent basis until the next scheduled meeting of the Board of Directors. If the Board does not act on the membership at the next meeting, the application for membership will be deemed accepted and the membership approved. Membership shall be for one skating year and shall expire on June 30th of each year. Members must reapply for membership each year. Membership applications are subject to these Bylaws and the Codes of Conduct approved by the Board of Directors.

Section 8: Continued membership is contingent upon the member following the rules of the Club and of U.S. Figure Skating.

Article 5: Membership Meetings

Section 1: There shall be an annual meeting of the membership prior to the end of the fiscal year at a date and time established by the Board of Directors. At the annual meeting, the Board of Directors shall indicate the general state of the Club. Members shall vote on any amendments to the Bylaws of the Club and any other business requiring a vote of the membership.

Section 2: The Chairperson of each committee and executive officers shall provide a written or

verbal report to be submitted at the annual membership meeting. The Board of Directors shall report to the membership on the state of the Club. The members may also vote on amendments to the Club Bylaws and any other business requiring consideration by the membership.

Section 3: A general membership meeting may be called upon written petition from 10% or more of the voting membership. The President shall arrange for the date and place of the meeting and shall post notice of the meeting to the membership via e-mail.

Section 4: The Board of Directors may establish any additional membership meetings based on the needs of the Club.

Section 5: A quorum at any membership meeting shall consist of 25% of the voting membership.

Section 6: Robert's Rules of Order shall govern all meetings, including elections.

Article 6: Board of Directors

Section 1: The Club shall be governed by the Board of Directors.

Section 2: The Board of Directors shall be composed of nine to fifteen members elected by the Club membership. General, Collegiate, Honorary members and parents of General members under the age of 18 may serve on the Board of Directors. Members of the Board of Directors must become members of the Skating Club of CNY prior to taking office

Section 3: The Board of Directors shall be divided equally into thirds. The term of office for each group shall be three years, beginning on September 1st immediately following the group's election and expiring on August 30th of the third year after their election. Members who are elected to the Board of Directors may attend board meetings from the date of the election until their term begins but shall not vote in any meeting prior to the start of their term.

Section 4: No member of the Board of Directors shall serve more than three complete or partial consecutive elected terms. A former board member may, at a future date, seek nomination and election to the Board of Directors or fill an unexpired term. Refer to Article 6, Section 5.

Section 5: In the event of a vacancy on the Board of Directors, the vacancy may be filled for the unexpired term by a majority vote of the Board of Directors.

Section 6: The Board of Directors shall establish all committees it deems necessary for the operation of the Club.

Section 7: Any member of the Board of Directors may be removed, with or without cause, by a vote of the majority of the Directors at a Special Meeting, provided that the affected member has been given notice of the meeting and an opportunity to be heard or submit a written statement to the Board. The affected member shall leave the meeting prior to the vote. In the event that the member is removed, the Board shall notify the removed member of the removal by certified

mail. The decision of the Board is binding and cannot be appealed.

Section 8: Spouses may not serve on the Board of Directors at the same time.

Article 7: Meetings of the Board of Directors.

Section 1: The Board of Directors will meet monthly and hold special meetings as necessary.

Section 2: All meetings shall be governed by Robert's Rules of Order.

Section 3: A majority of the members of the Board of Directors may call a meeting upon written notice to all Board Members five days prior to the meeting.

Section 4: A quorum of the Board of Directors shall be a majority of the filled positions of the Board, one of whom shall be an executive officer

Section 5: Members of the Club may request permission to attend a meeting of the Board of Directors to present questions or concerns. The member must request permission to attend a meeting, in writing, from the President. The member shall indicate, in the written request, the questions and/or concerns to be presented. The President shall notify the member of the date of the meeting that the member is invited to attend and the time that will be allotted to the member's concerns during that meeting. The member may attend the meeting only for the allotted time unless otherwise invited to stay by the President.

Article 8: Powers and Duties of the Board of Directors.

Section 1: The Board of Directors shall have the authority in the management of the affairs of the Club.

Section 2: The Board of Directors shall develop and implement all such policies and procedures it deems necessary for the orderly conduct and administration of the Club. All such policies shall be consistent with the rules and regulations of U.S. Figure Skating and shall be in the best interest of the membership.

Section 3: The Board of Directors shall have the power to suspend or expel any member violating any rules, by-laws, or the Code of Conduct as approved by the Board of Directors. The Code of Conduct shall be posted in the office of the Club. Said member shall be notified in writing of the alleged violation and be given the opportunity to attend a hearing. The member may waive his/her right to a hearing in writing. The Board of Directors shall conduct a meeting at which the charges and/or grievances are presented. The member may present any evidence desired. The Board of Directors shall vote, by secret ballot, on the suspension or expulsion. The member will then be notified of the result of the vote within 10 days. A member may appeal the decision according to the provisions of the U.S. Figure Skating bylaws.

Section 4: The Board, upon recommendation of the President, shall appoint chairpersons of all standing and ad-hoc committees.

Section 5: The Board of Directors shall appoint annually, according to the procedures of U.S. Figure Skating, the number of delegates allotted by U.S. Figure Skating. They shall serve for one year or until a successor is appointed. The Secretary shall file a certificate of appointment with U.S. Figure Skating, duly signed by an authorized officer of the Club.

Article 9: Election of the Board of Directors

Section 1: The Board of Directors shall be elected at the annual membership meeting.

Section 2: The Nominating Committee and the Board of Directors shall prepare a proposed slate of candidates for election by the membership. The slate of candidates will be compiled in a ballot, which will be emailed to all club members 10 days prior to the annual meeting. Voting will be electronic and ballots must be cast by 30 minutes before the start of the annual membership meeting. The President, Nominating Chairperson and two other members of the Club will open and count the ballots at the annual membership meeting. No person whose name appears on the ballot may assist in the opening or counting of the ballots. Results of the election will be announced by the close of the annual membership meeting.

Section 3: The Nominating Committee shall file the slate of candidates for any expired or unexpired terms of office and forward the slate of candidates to the membership.

Section 4: In the event of a tie vote in the election of Board members, the current Board members shall meet immediately to resolve the tie by secret ballot in a closed session of the Board. No absentee votes are allowed. Only Board members in attendance may participate in the breaking of a tie.

Article 10: Duties of the Officers

Section 1: The officers of the Club shall be the President, Vice President, Treasurer, and Secretary and shall be known as the Executive Committee. All other elected members of the Board of Directors shall be known as Directors.

Section 2: The President shall be the chief executive of the Club and shall preside or appoint a presiding officer at all meetings. The President shall work closely with all standing and ad-hoc committees. The President shall act as a facility liaison unless the President specifically names a delegate. The President or an approved designee shall sign all agreements and contracts made by the Club, upon approval of the Board of Directors

Section 3: The Vice President shall assist the President and discharge the duties of the office in the absence of the President.

Section 4: The Treasurer shall keep accurate record of all receipts and disbursements and shall

render a written report at each meeting. All funds received by the Club shall be deposited in the name of the Club in one or more bank accounts approved by the Board of Directors. The Treasurer shall be responsible for all bank accounts. The Treasurer shall also be responsible for providing a written report or receipts and expenses at the annual membership meeting. The President and Treasurer shall be the authorized signatories for transaction of all financial business of the Club.

Section 5: The Secretary shall keep the minutes of all general meetings and all meetings of the Board of Directors, as well as other duties assigned by the Board. The Secretary shall conduct all of the official correspondence with other clubs, U.S. Figure Skating and all other organizations as warranted. The Secretary shall render a report at each meeting, a written report when requested by the President. The Secretary shall prepare an agenda, together with the President, for each meeting. The Secretary shall provide the minutes of the previous Board meeting to each Board member. The Secretary shall furnish a complete set of bylaws of the Club to each new Director. Any Club member who wishes to have an item on the next Board meeting agenda shall request so of the Secretary at least one week prior to the meeting.

Article 11: Election of Officers of the Board of Directors

Section 1: The Board of Directors shall elect the officers of the Club at the September Board Meeting.

Section 2: All candidates for President and Treasurer shall ideally have served a minimum of one year on the Board of Directors.

Section 3: The term of office for all officers shall be September 1st until August 31st of the next year.

Section 4: A vacancy in the office of the President shall be filled by the Vice President. In other cases, the Board of Directors shall nominate and elect a person to fill the vacant position until the next election.

Section 5: Any officer of the Board of Directors may be removed from office upon the determination of incompetence, permanent incapacity, misuse of power, dereliction of duties, failure to attend meetings or failure to abide by the processes, procedures and Bylaws of the Club or U.S. Figure Skating. Removal must be approved by the majority of the Board of Directors, excluding the affected Officer.

Article 12: Duties of Committees

Section 1: The Board of Directors shall establish committees as needed.

Section 2: Members of each committee shall serve one-year terms from September 1st – August 31st unless otherwise directed by the Board of Directors.

Section 3: Each committee shall have as its chair, a member of the Board of Directors, unless the President determines it is unnecessary to have a Board member as chair of a particular committee.

Section 4: All committee chairpersons will report to the Board of Directors when requested and shall submit a written annual report prior to the annual membership meeting.

Section 5: The Nominating committee shall be made up of members of the Board.

Section 6: The Membership committee shall conduct all membership registrations, maintain a current list of members and their home club affiliation.

Section 7: The Learn to Skate USA committee shall be responsible for the organization and conduct of that program. This committee shall be responsible for the recruiting of the staff, registration, collection of fees, scheduling, marketing and all appropriate skills tests and exhibitions.

Section 8: The Test committee shall organize all sanctioned test sessions, secure appropriate judges, provide accurate schedules for all tests, report test results to U.S. Figure Skating, and monitor adherence to the established ice rules and coach safesport compliance.

Section 9: The Website and Social Media committee shall be responsible for the dissemination of Club information through the Club website and social media accounts.

Section 10: The Coach Liaison committee shall be the liaison between the Board of Directors and the members of the coaching staff. This committee shall receive and review all prospective staff inquiries and interview all prospective coaches. The committee shall then report to the Board of Directors who will vote on the prospective coaches. The members of this committee shall include the President, Membership Chair, and the Coach Liaison Chairperson, who need not be a member of the Board of Directors.

Section 11: The Competition committee shall organize and sanction all club related competitions, provide judges and related needs, and inform other local clubs of any competitions.

Section 12: The Synchronized Skating committee shall be responsible for the establishment of policies and guidelines of the Club's synchronized skating program, supervising the teams during the skating season, and conducting team try-outs.

Section 13: The Ethics, Discipline, and Conflict Resolution committee shall be responsible for preparing and enforcing all policies and rules of the Club and establishing disciplinary measures. The Ethics, Discipline and Conflict Resolution committee shall report all findings and recommendations to the Board of Directors for approval before any action is taken. This committee will be formed as needed.

Section 14: The Hospitality committee shall organize any banquet or hospitality function as requested by the Board of Directors. The committee chairperson shall be responsible for sending

cards or gifts for any major illness, birth, or death involving members or the family of members or other persons directly involved with the Club.

Section 15: The Bylaw committee shall be convened every three years, beginning in 2020, or more frequently at the discretion of the President. The Bylaw committee shall be responsible for updating the Club Bylaws. It shall prepare amendments to the Bylaws for presentation to the Club members.

Article 13: Guests

Section 1: Non-Skating Club of Central New York members who are current U.S. Figure Skating members may pay a walk on fee and skate on Club ice. The fee shall be determined by the Board of Directors.

Section 2: Guest coaches must apply for a Guest Coach contract through the Coach Liaison. Requirements for Guest coaches and any Guest coach fees shall be determined by the Board of Directors.

Article 14: Grievances

Section 1: All grievances involving the conduct of Club members, coaches, Directors or Officers shall be submitted in writing to the President of the Board of Directors. The Board of Directors shall consider all grievances. At the discretion of the President, the Board of Directors shall consider all grievances and act upon them. The Board of Directors may submit any grievance to the Ethics, Discipline and Conflict Resolution committee for review. The President may call a special Board meeting for any issue requiring immediate action.

Section 2: For any grievance submitted to it, the Ethics, Discipline and Conflict Resolution committee shall meet with the parties involved and gather information, construct possible solutions and work with the affected parties to implement a solution. The committee shall then report the resolution to the Board of Directors.

Section 3: If the grievance is not resolved by the Board or the Ethics, Discipline and Conflict Resolution committee and/or by the Board of Directors, the issue may be sent to U.S. Figure Skating.

Article 15: Dissolution

In the event of the dissolution of the Club for any reason, all assets and property remaining after settlement of all debts shall be distributed by the Board of Directors, provided that in no event shall any part of the assets or property or proceeds be distributed to or for the benefit of any member or any individual.

Article 16: Amendments

Section 1: Amendments to these Bylaws may be proposed by any voting member of the Club.

Section 2: Each amendment will be reviewed by the Bylaws committee and voted on by the Board of Directors.

Section 3: All amendments which have been approved by the Board of Directors shall be submitted to the voting membership for their approval at the next scheduled meeting or as soon thereafter as is practical.

Section 4: Proposed amendments must be approved by the majority of those members voting on the amendment.