



CONSTITUTION OF THE
Orillia Figure Skating Club (O.F.S.C.)
(An affiliated member of Skate Canada)

(Skate Canada Club Number #1000455)

Article 1.

The Name of the Club shall be the Orillia Figure Skating Club; hereinafter called the "Club" will be located in the City of Orillia, in the County of Simcoe. The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Club.

Article 2.

- 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. [Skate Canada By-law 1201 (I) (c) (ii)]
- c) The Club is located in the Northeast Area of the Skate Ontario 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 skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201 (1) (c) (iv)]
- c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.

Article 4.

BY-LAWS

- a) The Bylaws, appended to this Constitution, 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 and those of the Section in which the Club shall take precedence over any Club By-laws [Skate Canada By-law 1201 (1) (c) (iv)].
- c) Any By-law contrary to the Rules of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence

BY-LAWS OF THE Orillia Figure Skating Club

over any inconsistent Skate Canada by-law relating to that club. Skate Canada by-law 1201 (1) (c) (iv).

MEMBERSHIP

By-law 1

Membership in the club shall be open to all, irrespective of sex, age, creed or colour.

By-law 2

All members shall uphold, observe and conform to the rules of Skate Canada, the by-laws of the club and such regulations as set forth from time to time by the Executive of the Club.

By-law 3

Members of the club shall be registered with Skate Canada and pay such registration fees to the Association as set by Skate Canada Board of Directors. (See Skate Canada By-law 1201 (1) (c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

By-law 4

To be considered in good standing, all members of the club must pay club fees as are stipulated by the club executive. Members will not be permitted to take part in any Club activities if these fees are not paid within 30 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership.

By-law 5

Fees, skating rules and skating hours shall be as the Executive decides from time to time. Club membership shall commence on the first day of the Skate Canada skating year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

By-law 6

The executive may, by written notice, terminate membership of a member of the club for acting contrary to the Rules and Regulations of Skate Canada or the club. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual, if he/she so desires, shall have the **right of appeal to the Executive and to a General Meeting of members**. (See Skate Canada By-law 1204)

By-law 7

The classes of membership, eligibility and privileges shall be as follows: Each eligible member that has attained the legal age and is in good standing, shall be entitled to one vote per membership which must be cast in person.

- **Individual membership:** Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada. Individual members, which shall include the Club Executive, CFSA Officials (Judges, Accountants) and other adults serving on Club Committees, and are of legal age of 18 shall be entitled to one vote.

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- **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 18 have one vote each. (Underage Active Members have no vote but may be represented by Special Members).
- **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.
- **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.
- **Honorary Membership:** The Board of Directors may grant an annual honorary membership to any person who rendered outstanding services to the Club or to a skater for his/her achievements. Skaters receiving this annual honorary membership must remit to Skate Canada their own registration fees. Honorary members shall carry all the privileges of membership without the payment of fees. Honorary members shall be considered active members and are entitled to a vote. Life memberships previously in place will be honored and are entitled to a vote. The board may grant a Life Membership to an individual upon resolution passed by the Board of Directors and with a majority approval of the membership in attendance at the-Annual General Meeting.
- **Professional Skater:** Are not eligible to vote.
- **Other Restrictions:**
 - If a professional coach is a parent, he/she may attend the annual meeting and may cast one vote. Coaches are not permitted unless by special invitation to attend Executive Board meetings unless they are Head Coaches.
 - Guests - Members, with the permission of a director, have the right to bring a guest as long as the guest skater is a current Skate Canada member and follows O.F.S.C. ice rules. Any person whose membership has been terminated by resolution of the Directors shall be ineligible as a visitor to the Club.

NOTE: See Skate Canada By-law 1201 (I) (c) (xi), By-law 1202 (1) and (2) and Rule 2001.

LIABILITY

By-law 8

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 or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs [Skate Canada By-law 1201(1) (c) (viii)].

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CLUB MANAGEMENT

By-law 9

The members of the Executive, 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.

By-law 10

The affairs of the Club shall be managed and operated by members duly elected to the Board of Directors who are registered with Skate Canada and are members in good standing with the O.F.S.C. Newly elected board members must become Skate Canada members at registration for O.F.S.C. winter's session. Skate Canada fees for Board members are paid on their behalf by the Club.

The general management of the club shall be vested in an Executive consisting of: immediate Past President, President, Vice-president, Secretary, Treasurer, 8 Director(s) at large and two Coaching Representative (one half vote each). The annual meeting of the Club shall be held within 45 days of the completion of the winter skating session. This meeting shall be held at the head office of the club or elsewhere in Ontario as the Board of Directors may determine and on such day as the said Directors shall appoint. At the annual general meeting, one-half of the Board of Directors shall be elected for a two (2) year term and the newly elected Board of Directors shall take office immediately.

Each retiring officer or director must surrender immediately all books and records in his/her possession pertaining to his/her office to their successor.

At the Annual General Meeting, the President shall present a full report of the activities of the Club for the year. In addition to any other business that may be transacted, the report of the Directors and a draft financial statement shall be presented. The members may consider and transact any business either special or general, without any notice thereof, at any Annual General Meeting of the members. A quorum for the transaction of business at any Annual General Meeting of members shall consist of not less than ten (10%) percent of the voting membership present in person; provided that in no case can any Annual general Meeting be held unless there are 10% of the voting membership present in person.

A special meeting of the Club can be called at the request of 10% of the membership and the quorum should be 10% of the membership. The purpose for which any special meeting is called shall be stated in the notice.

Any members having a suggestion or a complaint shall forward same to the Secretary in writing and this will be tabled on the agenda of the next possible meeting of the Board of Directors.

By-law 11

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

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By-law 12

A quorum of the Executive shall consist of 50% plus one of the members of the Executive, including the Chair.

By-law 13

Casual vacancy occurring in the Executive may be filled until by members appointed through a majority vote of the Executive or in the case of the Coaching Representative, by the coaching staff.

By-law 14

If an Executive Member is absent for more than 2 consecutive scheduled Executive meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executive.

By-law 15

The President shall act as Chair of all Executive and general meetings. In his/her absence, the Vice-president will fill this duty.

The President shall also be charged with the general management and supervision of the affairs and operations of the Club. The President with the Vice President or other officers appointed by the Board for the purpose shall sign all membership certificates. The President with the Secretary shall sign all by-laws and legal documents.

The Vice President shall also be charged with the responsibility of chairing one of the other standing committees of the Club. The Vice President is an automatic member of the Ice & Professional Committee with the President and the Ice & Professional Chairperson. The Vice President will carry out any duties of the President that are assigned to him or her. The Vice President is a signing officer of the Club.

By-law 16

The Treasurer shall be responsible for the safe control of all club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents.

By-law 17

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for executive and general meetings, 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.

By-law 18

The President shall be an ex-officio member of all committees.

By-law 19

The President shall appoint standing committee Chairs whom shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

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By-law 20

All Club Executives and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

By-law 21

Rules of order for all meetings, General and Executive, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of the Association (Skate Canada By-law 1603).

SKATE CANADA CLUB DELEGATE

By-law 22

The Club Delegate to Skate Canada or alternate shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. Skate Canada National Office shall be advised of the appointed delegate's name. [Skate Canada By-law 1305(l) (a), (b), and Skate Canada By-laws 1306 (2) (a) and (b)].

ANNUAL GENERAL MEETING

By-law 25

Voting on 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 26

Voting for club elections or on any matters pertaining to skating shall be restricted to eligible club members who are registered as Associate Members of Skate Canada and are 18 years of age, to the club Coaching representative(s) and 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). Special Members shall be restricted to one vote per family regardless of how many children are in the family.

By-law 27

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

- Called to Order
- Confirmation of Quorum
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Executive -Presidents' Report
- Secretary's Report
- Treasurer's Report
- Other Reports
- Election of Executive Members
- Amendments to the Constitution and By-laws
- Appointment of Auditors
- Other business

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AMENDMENTS

By-law 28

Any member of the Club, in good standing, may propose an amendment to the Constitution or by-laws of the club. This proposal must be submitted in writing to the Executive of the club. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

By-law 29

By-laws may be enacted or amended by a majority vote of the Executive whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

By-law 30

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual or General Meeting of the Club.

By-law 31

All amendments become effective immediately following the Annual General Meeting if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to Skate Canada National Office. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada rule and/or by-law.

FUNDS

By-law 32

The Treasurer shall deposit all funds in such banks or other institutions as may be designated by the Executive. The Treasurer shall see that all necessary books and records of the Club required by the by-laws of the Club or by any applicable statute or law are regularly and properly kept.

By-law 33

All disbursements of club funds shall be by cheque or other auditable document.

By-law 34

An Auditor designated by the Executive shall make an audit of the financial transactions of the Club each year and the audited statement shall be made available to the membership of the Club. Unless otherwise ordered by the Board of Directors, the fiscal year of the Club shall terminate on the 31st day of July in each year.

A bank account shall be kept in the name of the club with any one of the local branches of the Chartered Banks of Canada or Trust Companies. Cheques on the Club's Bank Account, drafts drawn or accepted by the club and promissory notes given by it may be signed, drawn or accepted as the case may be, by any

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two officers as the Board of Directors may by resolution from time to time be named for that purpose.

Bills of exchange, promissory notes, cheques or orders for money may be endorsed for deposit to the Club's Bank account by such officers as the Board of Directors may by resolution from time to time named for that purpose.

All contracts, deeds, grants, assurances and documents reasonably required by such Bank, or its counsel, in connection with the operation of said Bank account shall be executed and carried into effect by the proper officers of the Club.

The securities of the Club shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn from time to time only upon the written order of the club signed by such officer or officers, agent or agent of the Club and in such manner, as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances. Any Director, in selecting the institutions, shall be fully protected in acting in accordance with the Directions of the Board of Directors and shall in no event liable for the due applications of the securities so withdrawn from the deposit or the proceeds thereof.

In the event that the club ceases to exist, the net assets from liquidation shall go to the newly formed Skating Club for Orillia and Area and if there is no new Club being formed the net assets will be forwarded to the Community Foundation of Orillia Area to be used for betterment of Youth Sports Organizations.

By-law 35

COMMITTEES

The Board of Directors shall appoint from among their members any or all of the following positions as required:

- | | |
|--|---------------------------------|
| A) Ice & Pro Committee Chairperson | B) Public Relations Chairperson |
| C) Test Chairperson | D) Fundraising Chairperson |
| E) CanSkate Chairperson | F) Competition Chairperson |
| G) Social Chairperson | H) Carnival Chairperson |
| I) Music Room & Properties Chairperson | J) Newsletter Chairperson |

And such other chairperson as may from time to time be determined by the Board of Directors.

By-law 36

Carnival Committee:

This committee shall be responsible for the planning and production of the carnival. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chair of the Carnival Committee.

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By-law 37

Nominating Committee:

The nominating committee shall consist of four members, two from the Executive and two from the membership. This committee is responsible for selecting at least a full slate of candidates for election to the Club. Executive and shall present such a slate to the Executive no later than 7 days before an Annual Meeting in the year which an election is to be held. Nominations may be submitted in writing by any member in good standing to the nominating committee at the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations at the Annual Meeting will not be accepted once the meeting has been called to order.

By-law 38

Ice & Pro Chair/Committee:

This committee comprised by the Ice & Profession Chair, the President and the Vice President shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the club. This committee shall also be responsible for the supervision of the skating sessions and for the preparation of rules governing behavior on or around the skating surface. The Chair shall also act as a liaison media between the Professional Staff and the Board of Directors and when required search out all avenues in connection with the selection of new members of the Professional Staff.

By-law 39

Test Chair/Committee:

This committee shall be responsible for arranging and supervising all tests (in consultation with the appointed referees), and obtaining judges for Skate Canada tests and competitions, keeping Club records of Tests, preparing Test records for forwarding to Skate Canada and for the encouragement of potential Skate Canada judges. In addition, this committee shall assist the Section Judges Chair.

Note: See Skate Canada Rules 2500 and 4301 (1) and (2).

By-law 40

Finance Committee:

This committee shall be responsible for preparing the Club's annual budget and advising the Executive as to proposed expenditures and investments.

By-law 41

Music Room and Properties Chair:

This chair/committee shall arrange for music at club sessions, purchase music as approved by the Executive and ensure, where appropriate, that Skate Canada and other suitable Dance music is available for practice and tests and the staffing schedule for the music room. This chair shall also be responsible for the safe and accountable storage of all Club properties.

By-law 42

Skating Programs Committee/Chair:

This committee shall be responsible for promoting and organizing session for all club skating programs in consultation with the club's coaching staff. The committee will also conduct skater/parent orientation sessions. It is also charged with ordering skating program supplies, maintaining skaters' progress records, and offering well organized, high quality, standardized skating programs that are fun for participants, coaches and volunteers.

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The Chairperson of CanSkate shall be responsible for the portfolio pertaining to the running of the Preschool & CanSkate programs in conjunction with the Head Coaches and shall prepare the schedule of the hours for the Program Assistants.

By-law 43

Membership Committee:

This committee is responsible for promoting and developing membership in the club by informing the public of club programs, special activities and dates of club registration. It will be the committee's responsibility to produce posters, videos and other promotional material and to speak to interested groups regarding the various programs offered by the club.

By-law 44

Newsletter Chairperson:

Shall be responsible for gathering, typing & distributing all pertinent information to the members of the Club.

By-law 45

Each committee shall meet promptly after the Annual General Meeting in order to submit their program, budget and Committee Rules for the upcoming season, to the Board of Directors not later than the September meeting. The budget set by the said committees and accepted by the Board of directors shall not be exceeded without the specific approval of the Board of Directors.

No committee shall have the power to incur any expenditure on behalf of the Club until such expenditure has been approved by the Board of Directors.

The Chairperson of each committee shall lay before the Board of Directors, records of receipts and disbursements and such other information respecting the matters in their charge as well enable the board of Directors to decide questions of policy and expenditures, as and when required by the Board of Directors.

Each committee chairperson shall file with the secretary a prepared set of minutes covering each committee meeting at the next meeting of the Board of Directors.

Special Committees. The Board may appoint a special committee from time to time whose duty shall be to carry out its special appointment and report back to the Board at the next and following regular meetings of the Board until such time as the duty is complete to the satisfaction of the Board, at which time the appointment ceases.

By-law 46

In these by-laws and in all other by-laws of the club hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

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By-law 47

The order of business of all executive meetings of the Club shall be as follows:

- Calling the meeting to order
- Quorum
- Reading the Minutes
- Reading Club correspondence
- Treasurer's Report
- Report of Committees
- Corrections in committees Reports
- Special Committees
- Unfinished business
- New business
- Adjournment

Adopted by: Orillia Figure Skating Club

on the 16th of November, 2017
(day) (month) (year)

Signed by:

A. Frankum
(Amanda Frankum - President)

Nov 16 2017
(Date)

L. Irwin
(Lori Irwin - Vice President)

Nov. 16, 2017
(Date)

R. Spaeth
(Ralf Spaeth - Treasurer)

12/16/17
(Date)

**BY-LAWS OF THE
Orillia Figure Skating Club**

**AMENDMENT 1
To the Constitution of the
Orillia Figure Skating Club (O.F.S.C.)**

Amendment no. 1

As per Skate rules 2104 (Updated July 29, 2015), the O.F.S.C. may have a professional coach run as a board member and hold a voting position.

Amendment no. 2

The O.F.S.C. past president will no longer be a voting member, but will remain as a registered member and act as an advisor to the board.

Adopted by: Orillia Figure Skating Club

on the 16th of November, 2017
(day) (month) (year)

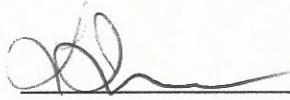
Signed by:



(Amanda Frankum - President)

Nov 16 2017

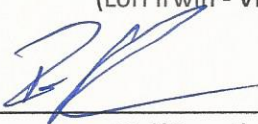
(Date)



(Lori Irwin - Vice President)

Nov. 16, 2017

(Date)



(Ralf Spaeth - Treasurer)

12/11/16

(Date)