



- E. In the event of a mid-term vacancy in the term of a Board officer:
  - a) the Board of Directors by a majority vote shall have the power to appoint an interim officer from the Membership at the next regular meeting of the Board
  - b) the appointed officer will assume office immediately.
  - c) if the vacancy occurs during the first year of a two year term, an officer shall be elected at the next Annual General Meeting to complete the term.

## ARTICLE 6 DUTIES

- A. It is the duty of the President to preside at all meetings of the Club: to see that the Constitution and Bylaws are enforced and to discharge any duties which may be required of he/she as President. He/she shall cast the deciding vote in the event of a tie vote at any meeting.
- B. The Vice-President shall perform the duties of the President during the President's absence. He/she shall assist the President in all actions of the Club.
- C. The Past President shall provide guidance to the President and the Board of Directors. He/she may chair special task forces.
- D. All Directors shall fulfill their duties as described in their job descriptions, which are attached to the By-Laws.

## ARTICLE 7 COMMITTEES

The Board of Directors shall have the power to appoint from its Membership such committees as are deemed necessary to carry out the business of the Club.

## ARTICLE 8 MEETINGS

- A. Annual General Meeting
  - i) The Annual General Meeting shall be held not later than April 15 each year.
  - ii) A written notice of the Annual General Meeting shall be served to the members at least 15 days in advance.
  - iii) No less than 15 members shall constitute a quorum.
  - iv) Order of Business shall be as follows:
    - 1. Call to order
    - 2. Introduction of new members
    - 3. Adoption of Agenda
    - 4. Adoption of previous minutes as circulated
    - 5. Business arising out of minutes
    - 6. Correspondence
    - 7. Constitution Revisions
    - 8. Financial Report
      - a. Approval of previous fiscal year's audit
      - b. Approval of Year-to-Date Financial Statement
      - c. Adoption of Budget for the coming year.
      - d. Approval of Auditor
    - 2. Report of Committees
    - 3. General Business
    - 4. Election and installation of officers
    - 5. New Business
    - 6. Adjournment
  - v) All members in good standing aged 16 years and older entitled to vote.
  - vi) All persons shall register upon entering the Annual General Meeting and the Director of Administration shall confirm the number of voting delegates by checking registration with the Club Membership.
- B. Notice of Special Meeting

A Special General Meeting of the Club may be called upon written request of 10 members in good standing.

- C. Welcome Workshop  
An Orientation/Welcome Workshop shall be held no later than the end of October outlining activities to be undertaken by the Club during the upcoming skating season i.e. competitions, fundraising projects, clinics, etc.
- D. Board of Directors Meeting
  - i) The Board of Directors meeting shall be at the call of the President and held at a fixed location as determined by the Board of Directors.
  - ii) There shall be no less than 10 Board meetings held annually.
  - iii) Each office of the Board of Directors is entitled to one vote. In the event that an Board office is shared by more than one officer, that office is only entitled to one vote. The designated voting officer shall be declared at the beginning of the year.
  - iv) A quorum shall consist of seven officers of the Board of Directors present in person.
- E. Rules of Order  
The Club shall use as its guide "Roberts Rule of Order".

## ARTICLE 9 FINANCES

- A. All accounts receivable in the name of the Club shall be deposited in any chartered bank of the Director of Finance's choice and as approved by the Board of Directors. All expenditures shall be paid by cheque.
- B. Three members of the Board of Directors shall have the power to sign cheques for the Club, namely the President, Director of Finance and the Director of Administration. Two signatures are necessary for the drawing of all cheques.
- C. The Director of Finance shall present an Annual Budget at the Annual General Meeting. A year-to-date financial statement shall be presented at the Annual General Meeting.
- D. The Director of Finance shall present a financial statement at each Board of Directors Meeting.
- E. The Fiscal year of the Club shall be May 1 to April 30.
- F. Directors shall submit all expenditures of \$ 100 and over to the Board of Directors for approval if the expenditure is not part of the budget or exceeds the budget as approved at the Annual General Meeting.
- G. The Director of Finance will recommend an auditor to be approved by the membership at the Annual General Meeting. The audited statement of the previous fiscal year will be presented to and approved by the membership at the Annual General Meeting.

## BYLAWS

### MEMBERSHIP

- A. Membership fees shall be approved at the Annual General Meeting.
- B. Individual Ordinary Members shall be members of the Club who are in good standing with SSC, SASSA and the Club and who shall be categorized as follows:
  - a) Competitive 1 skater. An individual who competes at meets sanctioned by SSC. This category of skater is eligible to hold a Canadian or North American record.
  - b) Competitive 2 skater. An individual who competes in Branch sanctioned meets. This category of skater is not entitled to skate in meets sanctioned by SSC and is not eligible to hold a Canadian or North American record.
  - c) Recreational skater. An individual who takes part on a regular basis in club speed skating activities or eligible to skate in club meets. This category of skater is not entitled to skate in meets sanctioned by SSC or any Branch. This category of skater is not eligible to hold a Canadian or North American record.
  - d) Associate member. An individual who supports, assists or has an interest in speed skating. This membership category includes coaches, officials, parents/guardians or other interested individuals.
  - e) Special event member. An individual who takes part on an infrequent and/or one-time basis in speed skating. This category includes the following programs: Beginner-Learn to Skater, City Meet, Celebrity Challenges, school programs, introduction clinics, etc. Special event members pay no fee or pay the fee as determined for that special event.

All individual ordinary members aged sixteen (16) and over shall have voting privileges and may take part in organization and performance of functions of the Club.

- C. Special Member  
 a) HONOURARY MEMBERS - shall be persons whom the Club may wish to honour on special occasions. Recommendations will be made to the Board of Directors for approval. Honourary members may not vote or hold office.  
 b) HONOURARY LIFE MEMBERS - shall be members of this Club whom the members wish to honour for long and faithful service or who have rendered distinguished service to speed skating. Club members who have competed at the Olympics should be recommended to become Honourary Life Members following their retirement from active competition. Recommendations may come from the Board of Directors or the membership at large and be voted on at the Annual General Meeting. They shall pay no dues but will enjoy all the privileges of an associate member. Life memberships in SASSA and SSC will be paid by the Club on their behalf.  
 c) CHARTERED MEMBERS - shall be those members who took an active part in the first year of the Club. They may take an active part in the club by paying dues as laid out in the Constitution.
- D. Associate Life Member  
 Individual life memberships shall be available from SLSSC on payment of an approved fee. An appropriate permanent membership card will be issued to associate life members. Associate life members will enjoy all the privileges of an associate member.
- E. Club members who maintain 20 continuous years of membership will be awarded an engraved plaque recognizing this achievement.

## STANDING COMMITTEES

- A. The members of the Board of Directors shall appoint a chairman to the committees listed below. The Chairman for each committee shall report to said Director.
- | <u>Committee</u>                   | <u>Director of</u>     |
|------------------------------------|------------------------|
| Harassment Officers                | President              |
| Constitution                       | Vice-President         |
| Group Managers                     | Vice-President         |
| Newsletter                         | Vice-President         |
| Nominating                         | Volunteers             |
| Officials Development              | Volunteers             |
| Fundraising                        | Fundraising            |
| Budget                             | Finance                |
| Sponsorship                        | Finance/Vice-President |
| Social                             | Promotions             |
| History and Archives               | Administration         |
| Phoning                            | Membership Development |
| Registrar                          | Membership Development |
| Promotions                         | Membership Development |
| Publicity                          | Promotions             |
| Coaches                            | Coaches & Training     |
| Club Stats & Personal Best Program | Coaches & Training     |
| Uniforms                           | Facilities & Equipment |
| Equipment                          | Facilities & Equipment |
| Skate Rentals                      | Facilities & Equipment |
| Awards                             | Competitions           |
| Meet Coordinators                  | Competitions           |
| Travel & Accommodation             | Competitions           |
- B. The President is an ex-officio member of all committees except the nominations or nominating committee.
- C. Minute taking is required for all committees and copies circulated to the Director of Administration, said Director and President.

## DUTIES

- A. Shall be those laid out in the attached Job Descriptions
- B. The Board of Directors
  - a. Shall act as a skater selection committee when necessary with the coaches and Club Statistician acting in an advisory capacity:
    - i) To endorse the Club skaters who have qualified for National competitions according to SASSA qualifying standards (and as recommended by SASSA Technical Committee).
    - ii) To approve the winners of the Club trophies to be presented at the Annual Banquet as recommended by the coaches committee and in accordance with the guidelines established for each award.
  - b. Director of Finance shall submit a budget to the Board of Directors no later than the March Board meeting. The Budget should be prepared by a Budget Committee consisting of the Director of Finance, the President and the Vice-President with input from each of the Directors regarding the revenues and expenditures within their portfolio.
  - c. Director of Finance shall recommend the appointment of an auditor or accountant who is not a member of the Board of Directors to the Annual General Meeting. It shall be the duty of the auditor or accountant to examine all books and records of the Club and prepare a financial statement of the Club to be submitted to the Board of Directors for presentation at the Annual General Meeting.
  - d. Shall appoint the proper chaperones for all out-of-town meets.
  - e. Shall prepare an annual calendar of events to include special events, meets and fundraising events.
  - f. Shall be responsible for the overall co-ordination of all Club activities.
  - g. Shall have full power to decide all questions not governed and determined by the Constitution and Bylaws.

## THE SKATER

- A. No skater, except with the sanction of the Board of Directors, shall have the right to negotiate with any organization regarding his appearance as a competitor in skating meets, exhibitions or carnivals and shall compete only as a member of this Club in any such meet, exhibition or carnival.
- B. No skater age 12 years and under is to attend meets/camps outside of Saskatoon unless accompanied by one of his/her parents or a guardian appointed by one of his/her parents. The parent must provide said guardian with a letter of appointment. A copy of this letter should be given to the designated coach to be placed in the waiver book for that given meet. This letter must include the date and location of the event, the name of the child, the name of the guardian, hospitalization number, authorization for necessary medical attention, identification of allergies and known medical constraints. Said letter will be signed by the parent/s and by the guardian who is accepting the responsibility.
- C. The skaters shall appoint one (1) boy and one (1) girl to represent them. This makes it possible for the skaters to present their problems before the Board of Directors.
- D. The skater shall make himself or herself familiar with the "Code of Ethics" and abide by this code.
- E. The skater shall provide his/her most recent, original SSC card when it is required at a meet as proof of good standing.

## QUORUMS

- A. Seven members of the Board of Directors shall constitute a quorum.
- B. Fifteen voting members shall constitute a quorum for the Annual General Meeting.
- C. One-half the members of a committee shall constitute a quorum. If a quorum is not present at any of the above meetings, no business can be transacted.

## NOMINATIONS

- A. The requirements for nominating candidates are as follows:
  - a. The nominating committee shall nominate one or more members for each elected office for the ensuing year. Nominations shall be in writing signed by the Chairman of the nominating committee.
  - b. The consent of each nominee to act if elected must be obtained before his name can stand for balloting.
  - c. The Chairman of the Annual General Meeting shall call for further nominations from the floor.
  - d. The nominee must be a member in good standing.
  
- B. Where only one member is nominated for an office, the President shall declare him/her elected after due opportunity is given for further nominations. Where there is more than one nomination for any office, balloting shall take place as follows:
  - a. The Chairman will appoint two scrutineers for the elections. They will distribute ballots and count them and provide the Chairman with the name of any nominee who has received a majority of the votes.
  - b. A motion will be made to destroy the ballots
  - c. Members shall assume office at the beginning of the term for which elected.