



CONSTITUTION OF THE Ayr Skating Club (NO. 1000696)

Article 1 - Name

The Name of the Club shall be the Ayr Skating Club, hereinafter called the Club.

Article 2 – Skate Canada

- a) A not-for-profit 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 other charges as shall be required of clubs by Skate Canada.
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (c) (iv)
- d) The Club is located in the Ontario Section (aka Skate Ontario) of Skate Canada, hereinafter called the Section.

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 and policies of Skate Canada.
- b) The Club, with regard to any aspect of its operations is to be managed by eligible persons who are duly registered as Associate Members of Skate Canada.
- 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 By-Laws, 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 Executive 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 operates shall take precedence over any Club by-laws.
- c) Any by-law contrary to the Rules of Skate Canada and those of the Section shall be invalid.



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 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 forth in Skate Canada Rule book.

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 seven (7) days of the date set for payment. Members in arrears shall be considered as having terminated their memberships.

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 Skate Canada skating year, September 1, or the date that fees are paid (whichever is the latter) and terminate on the last day of Skate Canada year, August 31.

By-Law 6

The Executive may, by written notice, terminate membership of a member 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 the membership upon request. The individual, if he/she so desires, shall have the right of appeal to the Executive and to a General Meeting of members.

By-Law 7

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 are entitled to one vote.

b) Active Membership

All eligible skaters who have paid the fees as set forth by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 have one vote.

Under age Active Members have no vote but are represented by Special Members as in (C)



c) **Special Membership**

Parent or guardian of legally underage Active Member who have paid the fees as set out by the Club and are associate members of Skate Canada.

d) **Partial Membership**

All eligible skaters who are Associate Members or Restricted Members of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. This class of membership shall not have a vote and may not hold office in the Club but may receive lesson and practice ice time from the Club.

e) **Honourary Membership**

The Annual Meeting of members may elect any person an Honourary Member of the club. An Honourary Member shall be exempt from club dues and shall not have interests in the assets of the club. Honourary Members shall be entitled to one vote.

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.

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 Skate Canada Club Liability Insurance program (Rule 1503 (c)).

CLUB MANAGEMENT

By-Law 9

The members of Executive, members and chairpersons of committees, and the 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 general management of the Club shall be vested in an Executive consisting of:

- Immediate Past President (if available)
- President
- Vice-President
- Secretary
- Treasurer
- Up to six (6) Directors at large
- a Coaching Representative

Directors will hold office for two years, after which positions can be held for one-year increments but must be nominated for such position. One half of the Board of Directors will be elected each year.

Any board member that is directly related (brother/sister, mother/father, aunt/uncle, son/daughter, grandmother/grandfather) in any way to a coach that holds a contract, be it freelance or club coach, with the Club must abstain from voting on matters related to Coaching and Coaching contracts so as to avoid a perceived or real conflict of interest.

The Coaching Representative shall be elected annually by and from within the coaches of the club and as per Skate Canada By-laws. Retired coaches of the club shall be eligible for election as the Coaching Representative provided they are able and willing to volunteer their time in accordance with the needs of the position.

The Past president shall be ex-officio and shall hold office until a new President has been duly elected.

The President, Vice President, Secretary, and Treasurer shall be elected annually at the AGM from the entire membership. In order to be eligible for election as President the Board Member must have at least one year prior experience as a member of the Board.

By-Law 11

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

By-Law 12

A quorum of the Executive shall consist of 50% + 1 members of the Executive, including the President.

By-Law 13

Casual vacancies occurring in the Executive may be filled by members appointed through a majority vote of the Executive, or in case of the coaching representative, by the coaching staff.



By-Law 14

If an Executive member is absent for more than three (3) consecutive scheduled Executive meetings, without good cause and 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 chairperson of all Executive and general meetings. In his/her absence, this duty will be filled by the Vice-President.

By-Law 16

The Treasurer shall be responsible for the safe control of the Club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any one of the President, Vice President, or Treasurer. All financial materials, including but not limited to: reports, records, legal documents, cheques, receipts, statements, and banking access (physical and online), shall be accessible to the Treasurer and at least one of the President or Vice President.

By-Law 17

The Secretary shall deal with all correspondences subject to the approval of the President or his/her delegate, shall issue all notices for executive or 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 or other regulations.

By-Law 18

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

By-Law 19

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

By-Law 20

A majority of the Executive shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

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 Rule 1210).



SKATE CANADA DELEGATE

By-Law 22

- a) The Delegate to Skate Canada or alternate shall be appointed annually by the Executive. The delegate need not be a member of the Executive. The Skate Canada National Office shall be advised of the appointed delegate's name.
- b) The Delegate to the Section or alternate shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. The Section office shall be advised of the appointed delegate's name.

ANNUAL MEETING

By-Law 23

An Annual Meeting shall be held within thirty (30) days of the close of the skating season. Other general meetings may be held from time to time upon the request of the Executive or upon request of ten (10) percent of the members of the Club. A quorum for an Annual General Meeting or Special Meeting shall be ten (10) percent of the eligible voting members.

By-Law 24

Notice of all Annual General Meeting and Special Meetings shall be given not less than ten (10) days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-Laws, and a complete list of the candidates nominated for elections.

By-Law 25

Voting on Club elections shall normally be by secret ballot. A motion may be put forward at the AGM to allow elections to be conducted by a show of hands; such motion must be passed (by show of hands) unanimously by the voting members at the AGM for elections by show of hands to proceed. In all cases, 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 Association Members of Skate Canada and of legal 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 that family.



By-Law 27

The order of business at the Annual General Meeting or Special Meetings of the Club shall be:

- Confirmation of quorum
- Acceptance of minutes of the preceding general/special meeting
- Treasurer's report
- Other reports
- Confirmation of honorary members
- Election of executive officers and directors
- Amendments to the constitution and by-laws
- Appointment of auditors (as appropriate)
- New business

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 Executives of the Club. The proposed amendment will be presented to the Annual General or Special Meetings falling 21 days or more after the date of submission. 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; 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 present and eligible to vote at an annual 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 the National Office of Skate Canada.

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.



FUNDS

By-Law 32

All funds shall be deposited by the Treasurer in such banks or other institutions as may be designated by the Executive.

By-Law 33

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

By-Law 34

Audits of the financial transactions of the Club shall be conducted as required and in accordance with the Ontario Not-For-Profit Corporations Act (ONCA).

By-Law 35

In the event of dissolution of the club, net assets from liquidation shall be distributed to a registered charity as selected by the Board.

COMMITTEES

By-Law 36

The following Committees may exist as deemed necessary by the Board of Directors, however, the Board is not limited to only these and may appoint other committees as deemed necessary from time to time. Committees may consist of 1 or more members unless a different quantity is noted in the subsections below.

a) Nominating Committee

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before the Annual General Meeting. The nominating committee shall also be responsible for planning and conducting the Annual General Meeting. The nominating committee shall consist of a minimum of two members. All nominations must be submitted in writing to the Board of Directors. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual General Meeting will not be accepted.

b) Registration Committee/Chair



This committee is responsible for promoting and developing membership in the club and for ensuring submission of club and member registrations to Skate Canada. The Chair of this committee shall be known as the Club Registrar.

c) Program Committee/Chair

In consultation with the club coaching staff the committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs offered by the Club.

d) Carnival Committee/Chair

This committee is responsible for the planning and production of the Carnival (or Gala). A Club professional coach(es) may be appointed to produce the show, but shall not assume the position of chair of the Carnival Committee. The chair may appoint as many people as deemed necessary to the success of Carnival.

e) Pro/Ice Committee

This committee shall be in charge of conducting interviews for the Club's Professional Coaches when the need arises. They are also responsible for the planning of ice scheduling. This committee must consist of the President, Vice President, Treasurer and a minimum of two members.

f) Test Committee/Chair

This committee shall be responsible for arranging and supervising all tests, keeping club records for tests, preparing club records for forwarding to Skate Canada.



This Constitution was duly moved and seconded at the Annual General Meeting of the

AYR SKATING CLUB

on the _____ of _____, 20____
(day) (month) (year)

SIGNED _____ DATE: _____
(President)

SIGNED _____ DATE: _____
(Club Board of Directors Member)



Appendix 1: Summary of Changes / Version History

Date	Summary of Changes
17-Dec-2018 (current)	<ul style="list-style-type: none"> • By-Law 27 – added agenda item to Annual General Meeting to ensure confirmation of any honorary members is conducted. • By-Law 34 - Removed the line “At a minimum a Review Engagement shall be conducted every 3 years.” As agreed by the board on 17-Dec-2018. • By-Law 36, part a) – added clarification “The nominating committee shall also be responsible for planning and conducting the Annual General Meeting.”
18-Jun-2018	<ul style="list-style-type: none"> • Update headings/formatting to enable easier electronic navigation (no content changes) • Addition of Appendix 1: Summary of Changes/Version History • Replaced references to “Western Ontario Section” with “Ontario Section (aka Skate Ontario)” • Article 2 – added reference to Club operating as a not for profit organization; consistent with wording used by other clubs. • By-Law 7 <ul style="list-style-type: none"> ○ Clarification of definition of Partial Membership ○ Removal of CanPowerSkating Membership type (as it would be covered under other membership types if the Club was to offer a PowerSkating program) ○ Addition of a Restricted Membership type (to better align with other club constitutions) • By-Law 10 <ul style="list-style-type: none"> ○ Added “up to” qualifier to the 6 Directors at large requirement to recognize that, as a small club, it is not always possible to get 6 Directors to volunteer ○ Added conflict of interest clarification – Director/Coach relationships ○ Added clarification of Coaching Representative election ○ Added clarification of Past President responsibility ○ Replaced reference to key positions being elected by the board in closed session AFTER the AGM with reference to key positions being elected DURING the AGM. • By-Law 12 <ul style="list-style-type: none"> ○ Removed reference to quorum requiring an odd number of Executive members; recognizing this may not be possible due to changes in required number of directors noted in By-Law 10 • By-Law 16 <ul style="list-style-type: none"> ○ Removed requirement for cheques to be signed by two Executive members to reflect current club practice and recognize modern (electronic) financial methods. ○ Added requirement to ensure that at least 2 Executive members have access to all financial records and materials. • By-Law 22 – removed reference to “Western Ontario” Section

	<ul style="list-style-type: none"> • By-Law 25 – added option to elect board using a show of hands method if agreed to through a special motion that passes unanimously by voting members present at the AGM. • By-Law 27 <ul style="list-style-type: none"> ○ added “as appropriate” in reference to appointment of auditors to reflect current Ontario legislation which may not require the appointment of auditors in all circumstances ○ removal of Secretary’s report as this report is contained within “Other Reports” ○ Corrected typographical error which referenced the election of Members rather than Directors ○ Added “New Business” as a standing agenda item • By-Law 31 – fixed typographical error “admitted” to “submitted” • By-Law 33 – modernized wording to recognize the use of electronic funds transfers • By-Law 34 <ul style="list-style-type: none"> ○ Replaced reference to audits being conducted annually by an auditor to instead by conducted in accordance with the Ontario Not-For-Profit Corporations Act (which modernizes the need for audits for not-for-profit corporations) • By-Law 35 – updated to reflect that Club assets (in the event of dissolution of the Club) shall go to a charity • By-Laws 36-44 – removed By-Laws 36-44 and replaced with a new By-Law 36 which modernizes and significantly simplifies the wording regarding Club Committees.
2-Apr-2007	<ul style="list-style-type: none"> • Update all instances of Canadian Figure Skating Association (CFSA) to Skate Canada
Date Unknown	<ul style="list-style-type: none"> • Original version as far as available records indicate