

# BY-LAWS OF THE CASPER FIGURE SKATING CLUB (REVISED AUGUST 2007)

## ARTICLE I. Names and Offices

**Section 1. Name.** The organization was incorporated under the laws of the State of Wyoming as the "Casper Figure Skating Club" on the 25<sup>th</sup> of July, 1978.

**Section 2. Principal Office.** The principal office of the club shall be located at 1804 East 4<sup>th</sup> Street, Casper, Wyoming.

**Section 3. Registered Office.** The registered office of the Club may be the same as the principal office of the Club, but in any event must be located in the State of Wyoming, and be the business office of the registered agent.

## ARTICLE II. Purpose

**Section 1. Purpose.** The purposes of the Club are: to encourage the instruction, practice and advancement of its members in all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, to produce, or cooperate in the production of figure skating competitions, exhibitions, ice carnivals or shows; and generally to perform such other acts as may be necessary, advisable, proper or incidental to the realization of the objects and purposes of this organization and to carry out the general policies of the United States Figure Skating Association.

## ARTICLE III. Membership

### Section 1. Classes of Membership.

**A. Senior Membership.** Senior Members shall be at least eighteen (18) years of age and shall be a "Member With Ice" or one parent or guardian of a "Member With Ice." Senior Members shall have the right to vote, hold office and shall enjoy all the privileges of the Club. In accordance with the USFSA By-Laws, ineligible persons in skating shall have the right to vote, but only one ineligible person at a time may serve on the Board of Directors.

Members of the Club shall be of good character, and shall be required to abide by, and to conduct themselves in a manner consistent with the Bylaws, Official Rules, policies, procedures, code of conduct, and code of ethics and principals of ethical behavior of U.S. Figure Skating.

**B. Junior Members.** Junior Members shall be under (18) years of age and shall not vote or hold office, however, they shall enjoy all other privileges of the Club. Junior members must have a parent or guardian serve as a Senior Member.

**C. Associate Membership.** Associate Members shall not vote, hold office or have other privileges of the Club except those relative to use of ice and testing. Their association is a means of expression of their interest in the Casper Figure Skating Club. Associate Members shall be admitted to the Club upon payment of dues, which shall be equal to no more than eighty (80%) percent of the annual dues charged to Senior or Junior Members.

**D. Junior or Senior Membership Without Ice:** Junior or Senior Members Without Ice will have USFSA membership, and they may represent the Club in exhibitions and competitions. However, they do not receive full member benefits, including, but not limited to: annual show participation, voting privileges, scholarship applications and the right to hold office with the Casper Figure Skating Club.

**E. Honorary Membership.** Honorary Members may be elected by a two-thirds (2/3) vote of the Senior Members at any meeting of the Club. Honorary Members shall be free from initiation fees, dues, or assessments. They may represent the Club in exhibitions and attend ice skating sessions under the same rules governing other members. They shall not vote, hold office or be entitled to other privileges of the Club.

**Section 2. Election of Directors.** The Board of Directors shall be nominated and elected by the Senior Members. However, the Test Chair will be appointed to the board by a majority vote of the Board of Directors at the discretion of the Board of Directors. In addition, any member of the Board of Directors may also hold the office of Test Chair in concurrence with their elected position. The Test Chair will have full privileges of the Board of Directors.

**Section 3. Application of Memberships.** Each candidate for membership must make an application with the Membership Committee which states his/her name and address, and includes an agreement to comply with the By-Laws. All applications in compliance with the foregoing requirements shall be considered to be accepted upon receipt of appropriate dues.

**Section 4. Arrears for Dues.** Arrears shall be defined as failure to pay on or before the due date. Any member in arrears for dues or any other indebtedness shall be notified verbally within seven (7) days and by mail within fourteen (14) days at his/her last known address. If the arrearage is not paid within one (1) month thereafter, the name of such delinquent member shall be reported to the Board of Directors at its next meeting. The Board of Directors may drop from the roll the name of any such delinquent member. A member dropped from the roll for non-payment of dues or other indebtedness will be reinstated to the membership upon payment of any arrearage.

**Section 5. Arrears for Dues Restrictions.** No member in arrears for dues or other indebtedness shall be eligible to hold office, vote, be tested, or compete as a member of Club.

**Section 6. Board Approval for Competition or Exhibition.** No member or members of the Club shall make sanction in the name of the Club in competition or exhibition except with the approval of the Board of Directors or its delegate (i.e. competition chairman).

**Section 7. Responsibility for Guests.** Members shall be responsible for the conduct and indebtedness of all persons admitted to Club's property at their request.

**Section 8. Prospective Members.** Prospective members shall be allowed use of the facilities upon approval of the Chairman of Membership Committee or a member of the Board of Directors. Said prospective member may be charged a reasonable fee for the use of the facilities.

**Section 9. Affiliate Club Skaters.** Any visiting USFSA skater may utilize the facilities of the Club upon approval of a member of the Board of Directors and the visiting skater may be charged a reasonable fee for such use.

#### **ARTICLE IV. Club Meetings**

**Section 1. Regular Meetings.** There shall be regular Club Membership meetings each month of the year. The April meeting shall be for the purpose of election of members to the Board of Directors due to the expiration of terms or other vacancy, and all Regular Meetings shall allow transaction of business as may properly come before the Meeting.

**Section 2. Special Meetings.** The Secretary shall call Special Meetings at the direction of the President or upon the written request of five (5) Senior Members, in good standing. No business shall be transacted at a Special Meeting except that of which notice is given. The Board of Directors may hold Executive Sessions at the discretion of the president to discuss confidential matters, and notification of the meeting will be given only to the Board of Directors and to those who are involved in the matter.

**Section 3. Voting List.** The Secretary or his agent shall make available upon request a complete list of Senior Members, arranged in alphabetical order. Such list shall be open to examination by any Senior Member upon request.

**Section 4. Quorum.** Either Ten (10) percent of the Senior Membership set forth on the voting list, or fifteen (15) members eligible to vote, whichever is the lesser, shall constitute a quorum for the transaction of business.

**Section 5. Notices.** Notices of Regular and Special Meetings shall be posted by the Secretary on the Club bulletin board at least seven (7) days in advance thereof.

**Section 6. Waiver of Notice.** The transaction of any meeting of members, however called and noticed, shall be as valid as though held at a meeting duly held after regular call and notice in a quorum be personally present, and if, either before or after the meeting, each of the persons entitled to vote not present at the meeting signs a written waiver of notice or consent to the holdings of such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

**Section 7. Adjournment.** Any meeting of the members, whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the members present and qualified to vote. When any meeting of the members is adjourned for thirty (30) days or more, a notice of adjourned meeting shall be given as in the case of the original meeting.

**Section 8. Rules and Procedures.** The rules contained in *Robert's Rule of Order, Revised*, shall govern all meetings of the members, the Board of Directors, and the Executive Committee in all cases in which they are applicable, and in which they are not inconsistent with these By-Laws.

#### **ARTICLE V. Director's Qualification and Election, Special Corporate Acts**

**Section 1. Number of Directors.** There shall be a Board of Directors composed of at

least nine (9) Senior Members: President, Vice President, Secretary, Treasurer, three-year Membership Chair, three-year Coach/Co-Op Liaison, a Test Chair, and three (3) three-year Directors. The Test Chair position may be filled by a current board member.

**Section 2. Terms of Office.** The President, Vice President, Secretary and Treasurer will serve for one year and all may be reelected for two consecutive terms, serving a total of no more than three (3) consecutive terms. The three (3) three-year Directors, Membership Chair and Coach/Co-Op Liaison may be elected to the position for two consecutive terms. If possible, the terms of the three-year Directors will expire in different years. The Test Chair position will have no set term of office.

**Section 3. Qualifications.** Any candidate for the Board of Directors must be a Senior Member in good standing. Only one member from each household may be considered for and/or hold office at the same time.

**Section 4. Election of Directors.**

A. At a General Meeting in February of each year, the President shall appoint a nominating/election committee composed of five (5) persons, consisting of not more than two (2) Directors, whose terms are not due to expire, and three (3) voting members of the Club at large. This committee shall, subject to the qualifications for membership on the Board herein, present and nominate at least one (1) candidate for each vacancy on the Board of Directors to be filled in the April General Meeting. On or before the first Tuesday of March, the nominating/election committee shall make the report to the Secretary, who shall immediately post a list of those candidates nominated on the Club bulletin board.

B. Additional Nominees. Any five (5) or more voting members of the Club desiring to make additional nominations for any vacancy on the Board of Directors to be filled at the annual election may, at any time prior to the third Tuesday in March, send such nomination or nominations, in writing, signed by them, to the Secretary, who shall immediately post the name on the Club bulletin board, together with the names of the signers. No voting member shall be permitted to sign a nomination petition for more than one candidate to be nominated in this manner.

C. The Election Committee shall meet, elect a Chairman and prepare a ballot which shall include all nominations submitted and provide for write-in candidates which may be nominated from the floor.

D. Senior Members who cannot attend the April Membership Meeting shall be entitled to vote for Directors by absentee ballot. Requests for absentee ballots shall be in writing and directed to the Chairman of the Election Committee who shall comply with such request immediately upon receipt thereof. Procedures for the return of the absentee ballots shall be determined by the Election Committee prior to the ballots being counted at the April Membership Meeting.

E. In the event that candidates for any one vacancy shall receive an equal number of votes, a re-vote shall be taken at the same meeting to determine a winner.

**Section 5. Method of Voting.** Each Senior Member shall be entitled to cast as many votes as there may be Directors to be elected but may not cast more than one (1) vote



for any candidate. Votes shall be by secret ballot, and shall be tabulated by the Election Committee. The candidates receiving the greatest number of votes shall be declared elected and the Election Committee shall publish and certify the results of such elections.

**Section 5A. Date of Terms.** The officers and Board of Directors elected shall take office the first day of June of each year.

**Section 6. Appointment of Replacement.** If a Directorship shall become vacant due to a resignation, withdrawal, or death, the Board of Directors may appoint a Senior Member to fill such vacancy until the next April Membership Meeting, at which time a Director shall be elected to fill the un-expired term. Withdrawal shall be defined as missing three (3) consecutive meetings without the prior approval of the Board of Directors.

## **ARTICLE VI. Powers and Duties of the Board of Directors**

### **Section 1. Meetings.**

A. The Board of Directors shall meet at least once in every month; and these meetings must be open to the general membership, but the general members attending will have no vote, and are not allowed to speak until the appointed time previous to a board vote. The date and location of such meetings shall be established by the President and posted on the Club bulletin board. Minutes of these, and all meetings, must be posted on the Club bulletin board. From time to time, the Board of Directors may hold Executive Sessions to discuss confidential Club matters, and minutes from these meetings shall remain confidential within the Board of Directors. Minutes from an Executive Session will not be posted on the Club Bulletin Board.

B. Any three (3) members of the Board of Directors may call a meeting upon seven (7) days written notice to all members of the Board of Directors. Notice for general members shall state the date and location of the meeting and the purpose for which the meeting is called and will be posted on the Club bulletin board.

**Section 2. Quorum.** Four (4) members of the Board of Directors shall constitute a quorum.

**Section 3. Rules.** The Board of Directors shall: make such rules as it deems proper respecting the use of the Club's property, prescribe rules for the admission of non-members, fix penalties for offenses against the rules, and make sure that the committees appointed by them fulfill their duties.

**Section 4. Officers.** The Board of Directors shall have the power to remove the officers of the Club.

**Section 5. Audits.** The Board of Directors may audit records of the Secretary, Treasurer and the Committees, or may have such records audited by an independent professional.

**Section 6. Indebtedness.** The Board of Directors shall have power to limit the indebtedness of a member of the Club.

**Section 7. Suspend or Expel.** The Board of Directors shall have the power to suspend or expel any member for violation of the By-Laws, the Code of Conduct, or for conduct which it shall deem improper, but no member shall be expelled or suspended for longer than thirty (30) days without a hearing by the Board.

**Section 8. Readmission to Membership.** The Board of Directors may readmit to membership any former member expelled by it.

**Section 9. Standing Committees.** The Board of Directors shall appoint all Standing Committees and such other committees as it shall deem appropriate.

**Section 10. USFSA Delegate.** The Board of Directors shall elect a Delegate or Delegates to the United States Figure Skating Association. The Club Secretary shall inform the Association's Secretary, in writing, of the name and address of the Delegate (s) elected. Said Delegate (s) may attend the Association's meetings, either in person or by proxy. The CFSC may pay the traveling expenses of the Delegate (s) to such meetings.

**Section 11. Professional or Clerical Assistance.** The Board of Directors shall have authority to make appropriations for profession or clerical assistance as it deems to be necessary or beneficial to the existence and operation of the Club.

**Section 12. Fees, Dues and Assessments.** Fees, dues, and assessments shall be set at the discretion of the Board of Directors in accordance with these By-Laws.

## ARTICLE VII. Grievances

**Section 1. Members.** Any member or members having a complaint against another member for the infraction of any By-Law or rule may report the same in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with name of witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held within thirty (30) days to investigate the same and a copy of the complaint shall be mailed to the member complained of at least seven (7) days prior to the meeting.

The complaint or complaints and the member complained of may be heard with their witnesses at the meeting. The Board of Directors shall report action taken to the parties within seven (7) days of the meeting. An appeal from the decision of the Board of Directors may be taken to the Club by serving a written notice of such appeal to the Secretary within seven (7) days of the receipt of the Board's report. A Special Meeting of membership shall be called within thirty (30) days for the consideration of the case. A two-thirds (2/3) vote of the Senior Members present shall be necessary to reverse any decision made by the Board of Directors.

**Section 2. Directors.** The membership may remove a Director at any meeting of the members called for such purpose. The Board Member shall be provided a copy of the charges against him at least seven (7) days in advance of such meeting. The Board Member shall be given the opportunity at the meeting to defend himself against the charges. A vote by ballot shall be taken and the vote of two-thirds (2/3) of the Senior Members present shall be required for removal of any director.

## ARTICLE VIII. Officers

**Section 1. Officers.** The Officers shall be President, Vice President, Secretary and Treasurer.

**Section 2. Duties of President.** It shall be the duty of the President to take charge of the Club, to preside at all the meetings of the Club and of the Board of Directors. The President shall have: the entire supervision and management of the Club and its property subject to action of the Board of Directors; the power to suspend any member for violating the By-Laws or rules of the Club, subject to approval of the Board of Directors; and the power to call special meetings and Club meetings. The President together with the Secretary shall sign all agreements and contracts made by the Club. The President has no vote at either the Board of Director's meetings or at General Membership meetings unless there is a tie.

**Section 3. Duties of Vice-President.** It shall be the duty of the Vice-President to assist the President in the discharge of his duties and in his absence to assume the duties and officiate in his stead.

**Section 4. Duties of Treasurer.** The Treasurer shall have charge of the funds of the Club and shall prepare a budget and shall keep a record of all receipts and disbursements and shall render a written report to the Board of Directors at each regular meeting thereof. The funds shall be deposited in the name of the Club with a registered financial institution, insurance company, or licensed securities dealer approved by the Board of Directors. All disbursements by check shall be signed by both the Treasurer and the President or another designated officer or member of the Board of Directors.

### **Section 5. Duties of the Secretary.**

A. It shall be the duty of the Secretary to keep the Minutes of the Meetings of the Club and of the Board of Directors and to supervise all reports and documents connected with the business of the Club and to supervise keeping of the current membership roll.

B. The Secretary shall furnish new members with a copy of these By-Laws.

C. The Secretary shall supervise the correspondence of the Club and prepare and issue notices of all meetings of the Club and Board of Directors.

## ARTICLE IX. Committees

### **Section 1. Names of Optional Committees.**

- Arena Management Committee
- Basic Skills Committee
- Competition Committee
- Nomination/Election Committee
- Hospitality Committee
- Membership Committee
- Professional Committee
- Publicity and Promotion Committee

Sanctions and Exhibitions Committee  
Test Committee  
International Judging Committee

**Section 2. Committee Members.** Each Committee Chairman shall be a Senior Member of the Club appointed by the Board of Directors. The Chairman shall appoint such other members of the Committee as he/she deem necessary or desirable. The President of the Club shall be an ex-officio member of each committee.

**Section 3. Duties and Responsibilities.**

**A. Arena Management Committee.** To act as the Club's representative in dealing with the ice arena management.

**B. Basic Skills Committee.** To supervise, direct and administer the registration of Basic Skills skaters and the operations of the program.

**C. Competition Committee.** To coordinate the scheduling and conduct of Club competitions under the appropriate USFSA rules.

**D. Nomination/Election Committee.** Such duties as are here in above set forth in Article V, Section 5.

**E. Hospitality Committee.** To provide test luncheons and competition meals. To supervise, direct and control such other functions or make such other provisions for hospitality as the Board of Directors may direct.

**F. Membership Committee.** Review of applications for membership to insure compliance with Article III, Section 3, and in addition thereto such activities, responsibilities and duties as may be assigned by the Board of Directors.

**G. Professional Committee.** To seek and secure the services of Professional Figure Skaters and to act as liaison between the Professional Figure Skaters and the Board of Directors.

**H. Publicity and Promotion Committee.** Shall be responsible for publicity and promotion of the Club.

**I. Sanctions and Exhibition Committee.** Shall be responsible for obtaining necessary US Figure Skating sanctions for various activities of the Club.

**J. Test Committee.** To provide for testing in compliance with the rules and regulations of the USFSA, setting dates, contacting judges, and keeping the proper Club records in connection with such testing.

**K. International Judging Committee.** To research and provide information to Club coaches regarding the ISU judging rules.



## **ARTICLE X. Amendments**

**Section 1. Amendments.** These By-Laws may be amended by an affirmative vote of two-thirds (2/3) of the Senior Members present at any regular or special meetings of the members provided such amendment shall have been mailed prior to the meeting at which said proposed amendment is to be considered.

## **ARTICLE XI. Dissolution**

**Section 1. Method of Approval.** Upon the recommendation of the majority of the Board of Directors to dissolve the Club, a Special Membership Meeting shall be called and final approval by two-thirds (2/3) of the Senior Members present shall be required.