

BYLAWS OF THE CASPER FIGURE SKATING CLUB

ARTICLE I. Names and Offices

Section 1.1 Name. The name of this organization is “Casper Figure Skating Club” (referred in the bylaws as the “club”).

Section 1.2 Incorporation & Status. The organization was incorporated as a non profit corporation under the laws of the State of Wyoming on the 25th of July, 1978.

Section 1.3 Principal Office. The principal office of the club shall be located at 1804 East 4th Street, Casper, Wyoming.

Section 1.4 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 2.1 Purpose. The purposes of the Club are to promote and develop the sport of figure skating by providing opportunities for instruction, practice, and advancement for its members; to foster sportsmanship, personal growth, and community among skaters; and to sponsor or participate in figure skating competitions, exhibitions, and related events. The Club shall be organized and operated as a member club of U.S. Figure Skating and shall conduct its activities in accordance with its bylaws, rules, and policies.

Section 2.2 Mission. The Club is a volunteer organization dedicated to promoting the sport of figure skating and fostering a positive, inclusive environment where skaters of all ages and abilities can learn, grow, and thrive. The Club supports athlete development through skating programs, showcases, exhibitions, and competitions, while engaging the community through outreach events and public skating opportunities.

Section 2.3 Vision. The Club envisions a strong and sustainable skating community in Casper where figure skating is accessible to all, athletes are supported in reaching their full potential, and the sport is actively celebrated and embraced throughout the community.

ARTICLE III. Membership

Section 3.1 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, subject to the requirements of good standing as defined in these bylaws in section 3.2. In accordance with the U.S. Figure Skating bylaws, 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.

- 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 3.2 Good Standing. A member shall be considered in good standing if the member has paid all required dues and fees, has fulfilled any required fundraising and volunteer obligations as established by the Club, complies with the bylaws, policies, and codes of conduct of the Club and U.S. Figure Skating, and is not subject to disciplinary action or suspension.

Section 3.3. Member Conduct. All members shall conduct themselves in a manner consistent with the bylaws, policies, and codes of conduct of the Club and U.S. Figure Skating. Members are expected to demonstrate sportsmanship, ethical behavior, and respect in all Club activities.

Section 3.4 Application of Memberships.

Any individual seeking membership in the Club shall submit an application to the Club, including the applicant's name, address, and an agreement to comply with the bylaws, policies, and rules of the Club. Applicants may also be required to execute waivers, releases, and consent forms, including but not limited to media and medical releases, as a condition of membership. Applications that meet the requirements of the Club and are accompanied by the appropriate dues shall be subject to approval in accordance with procedures established by the Board of Directors. The Board of Directors may delegate this responsibility to a Membership Committee if one is established.

Section 3.5 Arrears for Dues.

A member shall be considered in arrears if dues or any other indebtedness to the Club are not paid on or before the established due date. Any member in arrears shall be notified within seven (7) days and

again within fourteen (14) days through reasonable means of communication, including but not limited to email or mail, using the member's last known contact information. If the arrearage is not paid within thirty (30) days after the initial notice, the member's name shall be reported to the Board of Directors at its next meeting. The Board of Directors may remove the member from the membership rolls for nonpayment. A member removed for nonpayment of dues or other indebtedness may be reinstated upon payment of all outstanding amounts, subject to any additional requirements established by the Board of Directors.

Section 3.5.1 Arrears for Dues-Restrictions.

A member who is in arrears for dues or other indebtedness to the Club shall not be considered a member in good standing and shall not be eligible to vote, hold office, test, or compete as a member of the Club.

Section 3.6 Board Approval for Competition or Exhibition.

No member or group of members of the Club shall organize, host, or conduct any competition or exhibition in the name of the Club without the prior approval of the Board of Directors or its designated representative (e.g., Competition Chair).

Section 3.7 Responsibility for guests.

Members are responsible for ensuring that their guests comply with the bylaws, policies, and rules of the Club, as well as the rules and regulations of any facility used by the Club. Members may be held responsible for any damages or financial obligations incurred by their guests.

Section 3.8 Prospective Members.

Prospective members may 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 3.9 Affiliate Club Skaters.

Any visiting U.S Figure Skating 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 4.1 Regular Meetings.

Regular meetings of the Club membership shall be held monthly during the active skating season, typically September through May, at such times as determined by the Board of Directors. The April meeting shall serve as the annual meeting for the purpose of electing members to the Board of Directors to fill expired terms and vacancies. Business may be transacted at any regular meeting as may properly come before the membership.

Section 4.2 Action without a Meeting.

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if consent in writing is obtained from the required number of directors entitled to vote

on the matter. Such written consent may be provided by electronic means, including email or other verifiable electronic communication, provided that all directors are given notice of the proposed action and an opportunity to participate. All such actions shall be documented and recorded in the minutes of the next regular meeting.

Section 4.3 Special Meetings.

The Secretary shall call special meetings of the Club membership at the direction of the President or upon the written request of five (5) Senior Members in good standing. The purpose of the meeting shall be stated in the notice, and no business other than that specified in the notice shall be transacted at the meeting.

Section 4.4 Executive Sessions.

The Board of Directors may enter into executive session during any regular or special meeting, at the discretion of the President, to discuss confidential matters. Attendance at executive sessions shall be limited to members of the Board of Directors and any individuals whose presence is necessary for the matter under consideration.

Section 4.5 Voting List.

The Secretary, or a designated agent, shall make available upon request a complete list of Senior Members entitled to vote, arranged in alphabetical order. Such a list shall be open to inspection by any Senior Member in good standing, subject to reasonable conditions established by the Club, and shall not be used for purposes unrelated to Club business.

Section 4.6 Quorum.

Either ten (10) percent of the Senior Members set forth on the voting list, or fifteen (15) members eligible to vote, whichever is less, shall constitute a quorum for the transaction of business. If a quorum is present, action on a matter shall be approved by a majority of the votes cast, unless a greater number is required by these bylaws or applicable law.

Section 4.7 Notices.

Notice of regular and special meetings shall be provided to the public by the Secretary at least seven (7) days in advance of the meeting. Notice shall be given through one or more official Club communication methods, including email, the Club bulletin board, or the Club's designated communication platform (currently Stack Team App), or any successor platform adopted by the Club. Notice shall be deemed given when transmitted or posted through any such official communication method.

Section 4.8 Waiver of Notice.

The transactions of any meeting of members, however called and noticed, shall be as valid as if held at a meeting duly called and noticed, provided that a quorum is present. Attendance at a meeting by a member shall constitute a waiver of notice of such meeting, except where a member attends for the express purpose of objecting to the transaction of any business on the ground that the meeting was not lawfully called or noticed. In addition, a waiver of notice may be given in writing, either before or after

the meeting, by any member entitled to vote who was not present. Such waiver, consent, or approval shall be filed with the Club's records or made part of the minutes of the meeting.

Section 4.9 Adjournment.

Any meeting of the members, whether or not a quorum is present, may be adjourned from time to time by a majority vote of the members present and qualified to vote. If a meeting of the members is adjourned for thirty (30) days or more, a notice of the adjourned meeting shall be given in the same manner as notice of the original meeting.

Section 4.10 Rules and Procedures.

The rules contained in *Robert's Rules of Order, Newly 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 not inconsistent with these bylaws.

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

Section 5.1 Number of Directors.

The Board of Directors shall consist of the following positions: President, Vice President, Secretary, Treasurer, Membership Chair (Learn-to-Skate Director), Coach/Co-Op Liaison, Test Chair, and up to three (3) Directors-at-Large. All Directors shall be Senior Members of the Club. The Test Chair position may be filled by a current member of the Board of Directors and may be held concurrently with another office.

Section 5.2 Terms of Office.

The President, Vice President, Secretary, and Treasurer shall serve one (1) year terms and may be reelected for up to two (2) additional consecutive terms, for a maximum of three (3) consecutive terms in the same office. The Directors-at-Large shall serve three (3) year terms and may be elected to no more than two (2) consecutive terms. To the extent practicable, the terms of the Directors-at-Large shall be staggered so that not all terms expire in the same year. The Membership Chair (Learn-to-Skate Director) and the Coach/Co-Op Liaison shall serve without a fixed term and may continue in their positions as long as they are willing and able to serve, subject to approval of the Board of Directors. These positions shall be reviewed by the Board of Directors at least annually, and the Board may consider other interested candidates for appointment at that time. The Test Chair shall serve without a fixed term and shall be appointed as provided in these bylaws.

Section 5.3 Qualifications.

Any candidate for the Board of Directors must be a Senior Member in good standing (section 3.2). No more than two (2) members from the same household may serve on the Board of Directors at the same time. Of those, only one (1) may serve as an officer of the Club (President, Vice President, Secretary, or Treasurer), and the other may serve only as a Director-at-Large or in another non-officer position. All elected Directors must meet the eligibility requirements established by U.S. Figure Skating, including current membership, SafeSport training, and required background screening, prior to the commencement of their term of office. Failure to meet these requirements prior to the start of the term may result in the position being declared vacant.

Section 5.4 Election of Directors.

A. Nominations. The Board of Directors shall oversee the nomination process for elections. Prior to the annual election, the Board shall identify positions to be filled and may present a slate of candidates, including current Directors eligible and willing to serve additional terms. The Board shall provide notice to the membership of open positions and invite additional nominations from eligible members. Any member in good standing (section 3.2) who meets the qualifications for Board service and expresses interest in serving shall be eligible to be placed on the ballot in accordance with procedures established by the Board of Directors. A final list of candidates shall be communicated to the membership prior to the election.

B. Additional Nominees. Additional nominations may be made by any five (5) or more voting members of the Club. Such nominations must be submitted in writing to the Secretary within a reasonable time prior to the annual election. The Secretary shall promptly communicate the names of such nominees and the names of the supporting members to the Club membership through the Club's official communication methods. No voting member may support more than one nominee for the same position through this process.

C. Ballot Preparation. The Board of Directors shall prepare the ballot, which shall include all eligible nominees. The ballot may also provide for write-in candidates, if permitted by the Board.

D. Absentee Voting. Senior Members who are unable to attend the April Membership Meeting may vote by absentee ballot. Requests for absentee ballots shall be submitted in writing to the Secretary. The Board of Directors shall establish procedures for the distribution, submission, and counting of absentee ballots prior to the election.

E. Tie Vote. In the event of a tie vote for any vacancy, a runoff vote by the members present and entitled to vote shall be conducted at the same meeting to determine the outcome.

F. Test Chair. The Test Chair shall be appointed by a majority vote of the Board of Directors. The Test Chair may, but is not required to, be an elected member of the Board of Directors and may serve concurrently in another Board position. The Test Chair shall have all rights and privileges of a member of the Board of Directors.

Section 5.6 Method of Voting.

Each Senior Member shall be entitled to cast as many votes as there are Directors to be elected but may not cast more than one (1) vote for any one candidate. Voting shall be conducted by secret ballot.

Ballots shall be tabulated by a designated non-voting individual appointed by the Board of Directors. The candidates receiving the greatest number of votes shall be declared elected. The results of the election shall be recorded in the minutes of the meeting and communicated to the membership through the Club's official communication methods.

Section 5.7 Date of Terms.

The officers and Board of Directors elected shall take office the first Day of June of each year.

Section 5.8 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 serve the unexpired term. Withdrawal may be determined by the Board of Directors and shall be defined as absence from three (3) consecutive meetings without the prior approval of the Board of Directors.

ARTICLE VI. Board of Directors

Section 6.1 Meetings.

- A. **Regular Meetings.** The Board of Directors shall meet at least once each month, during the active skating season, typically September through May, unless otherwise determined by the Board of Directors. Meetings of the Board shall be open to the general membership; however, members in attendance shall not have voting rights and may speak only when recognized by the presiding officer. The date, time, and location of regular Board meetings shall be established by the President and communicated to the membership through the Club's official communication methods. Minutes of all Board meetings shall be recorded and made available to the membership through such methods. The Board of Directors may enter into executive session during any regular meeting to discuss confidential matters. Attendance at executive sessions shall be limited to members of the Board of Directors and any individuals whose presence is necessary. Minutes of executive sessions shall remain confidential and shall not be distributed to the general membership.

- B. **Special Meetings.** Special meetings of the Board of Directors may be called by the President or by any three (3) members of the Board of Directors upon at least seven (7) days' notice to all Directors. Notice to the general membership shall include the date, time, location, and purpose of the meeting and shall be communicated through the Club's official communication methods. The Board of Directors may enter into executive session during any special meeting in accordance with these bylaws.

Section 6.2 Quorum.

A majority of the members of the Board of Directors then in office shall constitute a quorum for the transaction of business.

Article VII. Powers & Duties of the Board

Section 7.1 Rules.

The Board of Directors shall have the authority to adopt and enforce rules governing the use of Club property, establish policies for the admission of nonmembers, impose appropriate disciplinary measures for violations of such rules and policies, and oversee the activities and responsibilities of any committees established by the Board, consistent with these bylaws and applicable policies.

Section 7.2 Officers.

The Board of Directors shall have the authority to remove any officer of the Club by a majority vote of the Board of Directors whenever it determines that such action is in the best interest of the Club.

Section 7.3 Audits.

The Board of Directors may review or audit records of the Secretary, Treasurer, and any committees, or may have such records audited by an independent professional. Any material findings or required corrections identified through such review or audit shall be reported to the Board of Directors and documented in the minutes as appropriate.

Section 7.3 Indebtedness.

The Board of Directors shall have the authority to establish and enforce limits on the indebtedness of members to the Club and to take appropriate action, including restriction or suspension of membership privileges, for failure to comply with such limits, in accordance with these bylaws and Club policies.

Section 7.4 Suspend or Expel.

The Board of Directors shall have the authority to suspend or expel any member for violation of the bylaws, the Code of Conduct, or for conduct detrimental to the Club, which it shall deem improper. No member shall be expelled or suspended for a period exceeding longer than thirty (30) days without being given notice and an opportunity for a hearing before the Board of Directors.

Section 7.5 Readmission to Membership.

The Board of Directors may, at its discretion, readmit to membership any former member who has been expelled, upon such terms and conditions as the Board deems appropriate. Such readmission shall require approval by a majority vote of the Board of Directors.

Section 7.6 Standing Committees.

The Board of Directors may establish standing or special committees as it deems appropriate and shall appoint the members of such committees.

Section 7.7 Delegate to U.S. Figure Skating

The Board of Directors shall elect a delegate or delegates to the U.S. Figure Skating. The Secretary shall notify the organization, in writing, of the name and contact information of each delegate elected. Delegates may attend meetings of the U.S. Figure Skating either in person or by proxy, as permitted. The Club may pay reasonable travel expenses for delegates attending such meetings, as approved by the Board of Directors and in accordance with Club policies or budget approval.

Section 7.8 Professional or Clerical Assistance.

The Board of Directors shall have the authority to allocate funds for professional or clerical assistance as it deems necessary or beneficial to the operation of the Club, consistent with the Club's budget and policies.

Section 7.9 Fees, Dues and Assessments.

The Board of Directors shall have the authority to establish and modify fees, dues, and assessments of the Club in accordance with these bylaws and shall provide notice of such changes to the membership through the Club's official communication methods.

ARTICLE VIII. Grievances

Section 8.1 Members.

Any member having a complaint against another member for violation of these bylaws or Club rules shall submit the complaint in writing to the Board of Directors. The complaint shall set forth the facts of the case and include the names of any witnesses, if applicable.

Upon receipt of such written complaint, the Board of Directors shall schedule a meeting within thirty (30) days to investigate the matter. A copy of the complaint shall be provided to the member against whom the complaint is made at least seven (7) days prior to the meeting through the Club's official communication methods.

Both the complainant and the member against whom the complaint is made shall have the opportunity to be heard and to present witnesses at the meeting. The Board of Directors shall communicate its decision to the parties within seven (7) days following the meeting.

Either party may appeal the decision of the Board of Directors by submitting a written notice of appeal to the Secretary within seven (7) days of receiving the Board's decision. Upon receipt of such notice, a special meeting of the membership shall be called within thirty (30) days to consider the appeal. Notice of such meeting shall be communicated to the membership through the Club's official communication

methods and shall include the date, time, location, and purpose of the meeting.

A two-thirds (2/3) vote of the Senior Members present and entitled to vote shall be required to reverse the decision of the Board of Directors.

Section 8.2 Directors.

The membership may remove a Director at a meeting of the members called for that purpose in accordance with the provisions governing special meetings of the membership in these bylaws. The Director shall be provided with written notice of the charges at least seven (7) days prior to the meeting. The Director shall be given an opportunity to be heard and to respond to the charges at the meeting. A vote by secret ballot shall be taken and tallied by individuals designated by the Board of Directors who are not parties to the matter. A two-thirds (2/3) vote of the Senior Members present and entitled to vote shall be required to remove a Director.

ARTICLE IX. Officers

Section 9.1 Officers.

The Officers shall be President, Vice President, Secretary and Treasurer.

Section 9.2 Duties of the President.

The President shall serve as the chief executive officer of the Club and shall preside at all meetings of the membership and the Board of Directors. The President shall have general supervision over the affairs and operations of the Club, subject to the direction and control of the Board of Directors.

The President may call regular and special meetings of the Club and the Board of Directors in accordance with these bylaws.

The President, together with the Secretary, shall execute agreements and contracts authorized by the Board of Directors.

The President may temporarily suspend a member for violation of the bylaws or Club rules, subject to review and approval by the Board of Directors.

The President shall not vote at meetings of the Board of Directors or the membership except in the case of a tie, in which case the President may cast the deciding vote.

Section 9.3 Duties of Vice-President.

The Vice President shall assist the President in the performance of the President's duties and shall perform such other duties as may be assigned by the Board of Directors.

In the absence, inability, or refusal of the President to act, the Vice President shall perform the duties of the President and shall have all the powers and responsibilities of that office.

Section 9.4 Duties of Treasurer.

The Treasurer shall be the chief financial officer of the Club and shall have custody of all financial records of the Club. The Treasurer shall maintain accurate records of all receipts and disbursements, prepare a budget, and provide a written financial report to the Board of Directors at each regular meeting.

The Treasurer shall ensure that all required federal, state, and local filings, including applicable nonprofit tax filings and annual reports, are prepared and submitted in a timely manner.

The Treasurer shall prepare and oversee disbursements of Club funds in accordance with policies established by the Board of Directors.

All funds shall be deposited in the name of the Club in financial institutions approved by the Board of Directors.

Disbursements of Club funds shall be made only by individuals authorized by the Board of Directors. The Board may authorize the use of checks, debit cards, or other payment methods for Club expenses. All receipts and supporting documentation for Club expenditures shall be provided to the Treasurer and maintained with the financial records of the Club.

Section 9.5 Duties of the Secretary.

The Secretary shall keep the minutes of all meetings of the Club and the Board of Directors, including a record of reports presented and actions taken, and shall maintain the official records of the Club, including the current membership roll, in accordance with Club policies. Minutes of meetings shall be made available to the membership through the Club's official communication methods in accordance with these bylaws.

The Secretary shall provide new members with a copy of these bylaws.

The Secretary shall be responsible for the official correspondence of the Club and shall prepare and distribute notices of all meetings of the Club and the Board of Directors in accordance with these bylaws.

The Secretary may also be responsible for maintaining and updating the Club's official communication platforms, including but not limited to posting notices, schedule changes, and Club events.

ARTICLE X. Committees

Section 10 Committees. The Board of Directors may establish such standing or special committees as it deems necessary to carry out the work of the Club. The Board of Directors shall appoint the members and chairs of such committees, who must be members in good standing (section 3.2), and shall define the duties and authority of each committee.

Section 10.2 Committee Members.

The President may serve as an ex officio member of any committee.

ARTICLE XI. Amendments

Section 11.1 Amendments.

These bylaws may be amended by an affirmative vote of two-thirds (2/3) of the Senior Members present and entitled to vote at any regular or special meeting, provided that notice of the proposed amendment has been given in advance of the meeting in accordance with these bylaws.

ARTICLE XII. Dissolution

Section 12.1 Method of Approval.

Upon approval by a majority vote of the Board of Directors to dissolve the Club, a special meeting of the membership shall be called. Final approval shall require a two-thirds (2/3) vote of the Senior Members present and entitled to vote.

Upon dissolution of the Club, and after payment of all outstanding liabilities and obligations, any remaining assets of the Casper Figure Skating Club shall be distributed to the Central Wyoming Skating Association, provided it then qualifies as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code and continues to support figure skaters in the Casper, Wyoming area.

If the Central Wyoming Skating Association no longer exists or no longer qualifies as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code, the remaining assets shall be distributed to the U.S. Figure Skating Scholarship Fund, or its successor fund, to benefit figure skaters. If such a fund no longer exists or no longer qualifies as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code, the remaining assets shall be distributed to another nonprofit organization with purposes substantially similar to those of the Club, as determined by the Board of Directors.

Certification of Adoption

These bylaws were revised and adopted by the membership of the Casper Figure Skating Club on May 18, 2026, and supersede all previous versions of the bylaws.