

# BY-LAWS OF THE SKATING CLUB OF CENTRAL OHIO

Member Club #553 of  
The United States Figure Skating Association

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## ARTICLE I

### ORGANIZATION

Section 1      **NAME:** The Organization shall be known as the Skating Club of Central Ohio ("Club" or "Member Club").

Section 2      **INCORPORATION:** The Club will be incorporated under the laws of the State of Ohio and shall have its principal office in the Chiller North in Lewis Center, OH, and additional offices at The Chiller at Dublin in Dublin, OH; The Chiller at Easton in Columbus, OH; The Ice Haus in Columbus, Ohio; and Ice Works in Worthington, OH ( "Home Rinks").

## ARTICLE II

### PURPOSE

Section 1      **PURPOSE:** To develop and support the sport of figure skating and its athletes in all figure skating disciplines. To stimulate interest in and promote the sport of figure skating and the development of individual athletes for competitions and/or performances. The Club shall provide organization and sponsorship for competitions, performances, and any training activities necessary to enhance the progression of figure skating skills, sanctioned or endorsed by United States Figure Skating (U.S. Figure Skating).

## ARTICLE III

### BOARD OF GOVERNORS

Section 1      **COMPOSITION:** There shall be a Board of Governors ("Board") consisting of up to seven (7) members composed of four (4) officers who shall be the President, the Vice President, the Secretary, the Treasurer, and three (3) non-officers who shall each chair one of the three standing committees: Membership, Testing, and Competition/Performance. No officer shall hold more than one officer position. The remaining board members can assume responsibility for the duties of vacant board positions until the positions are filled. Each member of the board shall have one vote. No board member shall be compensated for their service to the club.

Section 2      **ELIGIBILITY:** All members of the board shall be club members in good standing, at least eighteen

(18) years of age, in compliance with United States Figure Skating rules and regulations and shall have designated Skating Club of Central Ohio as their home club prior to their election to the Board. No person shall hold the same position on the Board for more than three (3) full consecutive terms, as defined in Article VII, unless there are no other acceptable candidates for the position, with the exception of the Treasurer, who may serve as long as elected to do so.

## ARTICLE IV

### DUTIES OF OFFICERS

Section 1      **DUTIES OF THE PRESIDENT:** It shall be the duty of the President to take charge of the Club and to preside at all meetings of the Club and of the Board. The President shall have the authority to call Special Meetings, General Club Meetings, and General Election Meetings. The President shall oversee and be responsible for the entire supervision and management of the Club and its property, subject to the authorization of the Board. The President shall, for cause and after proper hearing, have the power to suspend any club member for violating the By-Laws or Regulations of the Club, pending the approval of the Board. The President shall sign all agreements and contracts made by the Club upon approval of the Board. The President or the Vice President may be authorized as the signatory for the Club upon decision by the Board. The President shall be the official recipient of all correspondence, notices, or otherwise, and shall acquire all necessary sanctions for competitions or exhibitions from U.S. Figure Skating or other national or international association(s) or shall appoint a club member to act in such capacity.

Section 2      **DUTIES OF THE VICE-PRESIDENT:** It shall be the duty of the Vice President to assist the President in the discharge of his/her duties and, in the absence of the President, to assume the President's duties and officiate in his/her stead. The President or the Vice President may be authorized as the signatory for the Club banking documents upon decision by the Board. It shall be the duty of the Vice President to assume the duties of the office of the President if the President's office is vacated for any reason.

Section 3      **DUTIES OF THE TREASURER:** The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall report at each regularly scheduled meeting of the Board and provide to the club members an annual report of the Club's financial condition, or when requested by the President or Board as provided herein. The Board shall have the power, whenever deemed necessary, to appoint an acting Treasurer who shall serve if the Treasurer is temporarily unavailable or needs assistance. The funds of the Club shall be deposited in the name of the Club in a bank approved by the Board or in securities approved by the Board. All disbursements of Club funds, either by check, voucher, or otherwise, shall require the signature of the Club Signatory. The Treasurer shall not have signature authority for any Club funds and accounts.

Section 4      **DUTIES OF THE SECRETARY:** It shall be the duty of the Secretary to keep the minutes of the meetings of the Club and Board. The Secretary shall supervise the correspondence of the Club, prepare notices of all meetings of the Club and Board, maintain a roll of board members with dates of election to office, and record and submit all reports and documents connected with the business of the Club, except as otherwise provided herein.

## ARTICLE V

### NOMINATING COMMITTEE

Section 1      **NUMBER OF MEMBERS:** There shall be a Nominating Committee of up to three (3) club members in good standing that have designated the Skating Club of Central Ohio as their home club. The Immediate Past President shall serve as the Chair of the Nominating Committee unless ineligible or unavailable, in which case the President shall appoint the Chair. The Chair of the Nominating Committee shall be appointed and commence their duties by the third Monday of August. The Chair of the Nominating Committee, with the help of the Secretary or Vice President (whichever position is not in the election cycle), shall solicit club membership volunteers for the Nominating Committee. No member of the Nominating Committee or their family member shall be eligible to be nominated by the Nominating Committee for election to the Board in the current election cycle. Solicitations to the general membership for interest in being on the nominating committee shall be initiated by the Board and the Nominating Committee Chair between the third Monday in August and the first Monday in September of each year,

with responses due on or before the first Friday in September. If more than two (2) club members volunteer for the Nominating Committee, two (2) members from the pool of volunteers will be randomly selected by the Nominating Committee Chair to serve on the committee by the second Monday in September.

Section 2        **DUTIES:** The Nominating Committee shall compile a list of club members who desire to run for election to the Board, shall review job duties with each candidate who expresses an interest, and make recommendations to the Board and the Club as to their recommended slate of officers and non-officer members of the Board for the next ensuing term. In even years, the Nominating Committee shall nominate one candidate for President, Secretary, and Membership Chair. In odd years, the Nominating Committee shall nominate a Vice President, Treasurer, Test Chair, and Competition/Performance Chair. Per request by the Board, the Nominating Committee may nominate, for election, candidates for any officer and/or non-officer Board position whose seat is vacant. The names of the Nominating Committee's recommended slate of officers and non-officers shall be submitted to the Board for distribution to club members by an officer, not in the election cycle.

Section 3        **NOMINATIONS:** The Nominating Committee, with the help of the Secretary or Vice President who is not in the election cycle, shall, by the first Monday in September, call for candidates who would like to run for office. The Nominating Committee may also solicit candidates from among club members in good standing. Club members in good standing may also nominate other eligible candidates for any office position in the current election slate. Individual club members shall submit such nominations electronically and clearly state the office and ratiocination for which the nomination is being made. If three (3) or more nominations for a single member are received, the Nominating Committee shall include the club member in the pool of candidates. Close of the nomination window shall be five (5) days after the call for candidates. Between the first Monday in September and the fourth Monday of September, The Nominating Committee shall determine from the Club's records if the nominees and candidates are otherwise eligible, review with them the duties of the office, and collect the club members' consent to run. Eligibility to run for office consists of being over 21 years of age and being a club member in good standing.

Section 4        **CANDIDATES' APPROVAL:** No candidate shall be elected to any office unless she/he has been nominated as herein provided and has consented to such nomination.

Section 5        **BALLOTS:** The Nominating Committee will create a list of eligible candidates and a recommended slate of officers. The list of candidates and recommended slate shall be shared with the Board by the fourth Monday of September. An officer not in the election cycle and the Nominating Committee Chair shall prepare any voting applications and prepare an email to club members eligible to vote between the fourth Monday of September and the first Monday of October. The Secretary or board member not in the election cycle will distribute the ballot to club membership and open voting no later than the first Monday in October and maintain a minimum of a five (5) day voting window. The date and time of the annual meeting should be distributed at the same time as the ballot.

## ARTICLE VI

### ELECTION OF THE BOARD

Section 1        **TIMING OF ELECTIONS:** All elections shall be by the club membership and completed no later than the second Monday in October of each election cycle. All newly elected officers and board members shall take office on the first Monday in November of the year elected.

Section 2        **VACANCIES OF THE BOARD:** If a position on the Board becomes vacant, the Board shall appoint an eligible club member to fill the vacancy for the balance of the term. If the office of the President is vacated mid-term, the Vice President will fill out the remainder of that term.

Section 3        **METHOD OF VOTING:** Voting for members of the board shall be by written ballot at a General Election Meeting, by mail ballot, via electronic methods, or by written proxy. Votes shall be processed by the Nominating Committee. The Chair of the Nominating Committee shall supervise counting the votes, and the results shall be kept and made available. The person receiving the greatest number of votes shall be elected to the respective board position for which he/she was nominated. Nonconforming ballots will not be tabulated. The Nominating Committee shall have the final decision as to the validity of all ballots. The Nominating Committee shall meet with

The Board to tally votes, vet any write-in candidates, including collecting their consent if they win a seat, and inform candidates of the results before the second Monday in October. On the second Monday of October, the Nominating Committee Chair, with the help of a non-election cycle board member, shall announce the results of the election to the club.

Section 4        **TIEBREAKING PROCEDURES:** In the event of a tie vote, the Nominating Committee will decide which candidate will hold the position.

## ARTICLE VII

### SERVICE OF TERM

Section 1        **OFFICERS:** The President and Secretary shall be elected for a two-year term in each even-numbered year. The Vice President and Treasurer shall be elected for a two-year term in each odd-numbered year.

Section 2        **NON-OFFICERS:** The Test Chair and the Competition/Performance Chair shall be elected in each odd-numbered year to a term of two (2) years, and the Membership Chair shall be elected in each even-numbered year to a term of two (2) years.

## ARTICLE VIII

### POWERS AND DUTIES OF THE BOARD

Section 1        **MEETINGS:** The Board shall have four (4) quarterly meetings. The date of such meetings shall be determined by the Board and announced by the Secretary. A General Election Meeting or General Membership Meeting shall, for the purpose of this section, be considered a Board Meeting. Any four (4) members of the Board may call a Special Meeting upon written notice to all members of the Board at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the specific purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 2        **ACTIONS OF THE BOARD WITHOUT A MEETING:** The Board shall be permitted to take any action without a meeting with the affirmative vote or approval of a majority of the Board in writing and duly filed with the Secretary of the Club.

Section 3        **QUORUM:** Four (4) members of the Board shall constitute a quorum.

Section 4        **METHOD OF VOTING:** Issues that require a vote of the Board may be voted on via voice or written vote at any Board Meeting. Votes may also be taken via telephone, e-mail, or other electronic methods.

Section 5        **AUTHORITY:** The Board shall have the sole authority in the management of the affairs and finances of the Club and shall have general control of all its property. It may make such rules as it deems proper, respecting the use of the Club's finances and property; prescribe rules for the admission of its members; fix penalties for offenses against the rules; and make rules for its own government and for the government of any committees appointed by it.

Section 6        **FINANCES:** All appropriations from the funds of the Club shall be made by the Board. The Board shall audit the records of the Secretary, the Treasurer, and the standing committees annually. It shall report its findings to the club members at an Annual General Meeting or via electronic distribution. It shall prepare and submit to the general membership a summary of the anticipated revenues and expenditures of the Club.

Section 7        **GENERAL MEMBERSHIP:** No candidate shall be denied membership without sufficient cause, and such denial shall not be based on race, age, sex, religious preference, disability, or nationality. No rejected candidate shall be eligible for membership for six (6) months after rejection and provided remedied for the cause for

rejection.

Section 8        **SUSPEND OR EXPEL:** The Board shall have the power to suspend or expel any member for violations of the /By-Laws or for conduct which it shall deem improper, but no member shall be expelled or suspended without the right to a hearing as set forth in Article XIII herein.

Section 9        **STANDING COMMITTEES:** The Board shall approve each chair's selections for additional members of all standing committees with full authority over them except as herein provided and shall appoint such other committees as it deems necessary.

Section 10       **U.S. FIGURE SKATING DELEGATE:** The Board shall appoint, from the registered club members in good standing who are also home club members and otherwise eligible under the provisions of the U.S. Figure Skating Official Rules, a number of delegates to the U.S. Figure Skating Governing Council in proportion to the total number of registered members of such member club during the preceding fiscal year as specified in the U.S. Figure Skating By-Laws, Article VII. The delegate or delegates shall be the representative(s) between the Member Club and the U.S. Figure Skating and shall attend the Governing Council meeting, either in person or by proxy. The Club shall file a certificate of such appointment with the Association, and the certificate shall be provided by the Association.

Section 11       **BOARD MEMBER LIMITATION:** The office of a board member shall be ipso facto vacated if:

1. The Board Member is found to be of unsound mind.
2. The Board Member is convicted of a criminal offense.
3. The Board Member is guilty of malfeasance or misfeasance of office as to the Club position he/she holds.
4. The Board Member notifies the Club in writing that he/she has resigned from the Board.
5. The Board Member is no longer a home club member of the Club or becomes otherwise ineligible in accordance with the provisions of Article III, Section 2.
6. The Board Member is expelled from the premises by the Home Rink(s) or any other facility being used for any club function.
7. The Board Member is absent from two (2) consecutive Board Meetings without excuse.

## ARTICLE IX

### STANDING COMMITTEES

Section 1        **DESIGNATED COMMITTEES:** The standing committees shall be Membership, Tests, and Competition/Performance.

Section 2        **OPERATION OF STANDING COMMITTEES:** Each standing committee shall be chaired by a board member. The acts of all committees shall be subject to approval by the Board of Governors.

Section 3        **MEMBERSHIP COMMITTEE:** The Membership Committee shall investigate the qualifications of all candidates for membership and notify the Board of any issues with membership eligibility. The Committee shall receive and process all membership applications and notify the applicant of his/her approval or rejection. The Committee will supervise keeping a roll of club members and a record of all members deceased, suspended, or expelled.

Section 4        **TESTS COMMITTEE:** The Tests Committee shall be responsible for setting the dates for giving

U.S. Figure Skating tests and obtaining approved U.S. Figure Skating judges for those tests. The Committee shall attempt to obtain sanctions for all club members when requested by the members for all competitions, exhibitions, or other designated events that are not sponsored by the Club. The Tests Committee will be responsible for Member Recognition as set forth in Article XI.

Section 5        **COMPETITION/PERFORMANCE COMMITTEE:** The Competition/Performance Committee shall oversee the organization and administration of all U.S. Figure Skating competitions and exhibitions sponsored by the Club. The Committee shall work closely with the President or his/her designated representative to acquire all sanctions for such events.

## **ARTICLE X**

### **MEMBERSHIP**

Section 1        **ELIGIBILITY:** Any person who qualifies as an eligible figure skater as defined by the U.S. Figure Skating or Learn To Skate USA shall be eligible for membership in the Club. Coaches (professionals) and non-skaters may also be members of the Club. U.S. Figure Skating eligible skaters may designate the Club as their home club, entitling them to voting rights if they are otherwise eligible to vote. The parent/guardian has voting privileges in lieu of a minor skater.

Section 2        **CLASSES FOR MEMBERSHIP:** The Board may develop various classes for membership and set membership fees accordingly.

Section 3        **APPLICATION FOR MEMBERSHIP:** Applications for membership must be subscribed by the candidate, must state the person's name and address, and must include an agreement to comply with the By-Laws, Club regulations, and Club Code of Conduct. All applications must be submitted to the Membership Committee.

Section 4        **DUES:** All members shall pay annual dues and assessments in a timely fashion and in the amount specified by the Board. The annual dues shall include the membership fee for U.S. Figure Skating or a non-U.S. Figure Skating category.

Section 5        **MEMBERSHIP TERM:** The membership term shall run annually, corresponding with the calendar term used by the U.S. Figure Skating.

Section 6        **ARREARS FOR DUES:** Any member in arrears for dues or other indebtedness shall be notified by the Secretary by mail at his/her last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the Secretary to the Board as necessary. The Board may drop from the roll the name of any such delinquent. A member dropped from the roll for non-payment of dues or other indebtedness may, upon payment of same, be reinstated to full membership at the discretion of the Board. No member in arrears for dues or other indebtedness shall be eligible to hold office, be entitled to vote, and shall not be permitted to represent the Club at any competition or exhibition.

Section 7        **RESIGNATION:** All withdrawals from membership should be in writing. Any member must bring any arrearage, dues, or other indebtedness current at the time of resignation, or the Board may take any action it deems necessary.

Section 8        **RESPONSIBILITIES FOR GUESTS:** Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's sessions as a guest of the member.

Section 9        **MEMBER VOTING RIGHTS:** Voting club members must be in good standing to vote in any matter presented to the General Membership for vote and in all elections. Any voting club member under the age of fourteen (14) must sign their ballot and must also have a parent or guardian sign their ballot. Voting club members must be club members forty-five (45) days prior to the election date. The parent/guardian has voting privileges in lieu of a minor skater.

Section 10      **MEMBERS IN GOOD STANDING:** A member in good standing is a member free of any arrears for dues or other indebtedness. Any member expelled or under suspension according to Article X, Section 6 is considered a Member Not in Good Standing. Furthermore, any member expelled or under suspension by U.S. Figure Skating or in violation of the rules and regulations of the Home Rink(s) or any other facility contracted by the Club is considered a Member Not in Good Standing.

## ARTICLE XI

### MEMBER RECOGNITION

Section 1      **LEVEL OF ACHIEVEMENT:** Contingent upon Home Rink's approval and Board support, a display will present to the public the current achievement with respect to U.S. Figure Skating test levels of the various skating disciplines for all home club members in good standing. The display and its contents are the property of the Club.

Section 2      **NON-DISPLAY OF ACHIEVEMENT:** A member may submit in writing a request to the Board to remove their achievement recognition from public display. Such requests will be presented at the next Board meeting, recorded in the minutes, and acted upon in a reasonably short period of time.

Section 3      **GRADUATING SENIOR RECOGNITION:** A home club member in good standing will be recognized with a gift from the Club of nominal value for their personal achievement with respect to U.S. Figure Skating test levels of the various skating disciplines attained through the approximate date of their graduation or generally accepted equivalent academic standard. The home club member shall be responsible for notifying the Board of his/her graduation.

Section 4      **PERMANENT RECOGNITION:** Contingent upon Home Rink's approval and Board support, a permanent display will present to the public the achievement of those skaters attaining their U.S. Figure Skating gold level for any of the various skating disciplines while a home club member in good standing of the Club, with no exceptions. The display and its contents are the property of the Club. The club will purchase the gold medal for any skater attaining their U.S. Figure Skating gold level for any of the various skating disciplines while a home member in good standing for two (2) or more consecutive years. The home club member shall be responsible for notifying the Board of his/her gold-level achievement.

## ARTICLE XII

### CLUB MEETINGS

Section 1      **TIME:** There shall be at least one General Membership Meeting each year. The General Membership meeting is to be held proceeding the results of the election and prior to the first Monday in November. The Presiding Board shall include all current board members and board members elect.

Section 2      **SPECIAL MEETINGS:** The Secretary shall call Special Meetings at the direction of the President, at the request of four (4) board members, or upon the written request of seven (7) club members of voting age and in good standing. In this event, the specific purpose of the meeting must be electronically distributed, along with a meeting date not to be held for at least ten (10) days after the posting thereof.

Section 3      **QUORUM:** Twenty percent (20%) of all voting members in good standing shall constitute a quorum for the transaction of business.

Section 4      **NOTICES:** Notices of stated and special meetings shall be posted by the Secretary at least ten (10) days in advance of the meeting via electronic communication.

Section 5      **SPECIAL MEETING LIMITATION:** No business shall be transacted at a Special Meeting except that for which notice was given.

Section 6      **METHOD OF VOTING BY CLUB MEMBERS:** Any action that may be taken at any General Membership or General Election Meeting shall be permitted to be taken by mail or proxy ballot signed by the club member duly filed with the Secretary of the Club prior to the date of the meeting or by proxy signed by the club member designating another club member or the Board to act on their behalf at the meeting. Ballots may also be submitted by e-mail, via the internet, or other electronic voting methods, provided that a secure electronic signature is provided. A simple majority of all club members in attendance and/or voting by proxy on specified matters shall be necessary to pass any action.

## **ARTICLE XIII**

### **DISCIPLINE**

Section 1      **PROCEDURE:** Any club member or members having a complaint against another club member for the infraction of any law or rule, other than skating rules which are enforced by the Home Rink(s), as for conduct injurious to the welfare of the Club or a club member, may report the same in writing to the Board. Such complaint shall set forth the specific facts of the complaint, together with the names of witnesses, if any. After receiving such a complaint and the Board has determined the complaint has merit, a hearing shall be held. The complainant(s) and the club member(s) subject to the complaint shall receive at least ten (10) days' notice of such hearing, including specificities of said complaint. Each party may provide witnesses. Upon conclusion of the hearing, the Board shall make a written finding of facts and shall rule upon the complaint. The statements, evidence, findings of fact, and decision of the Board shall be reduced to writing and filed with the Secretary, who shall mail copies thereof to the complainant(s) and to the club member(s) subject to the complaint. An appeal from the decision of the Board may be taken to the Club within seven (7) days by serving upon the Secretary a written notice of such appeal. A Special Meeting shall thereupon be called for the consideration of the case, and a two-thirds vote shall be necessary to reverse the decision of the Board.

## **ARTICLE XIV**

### **PROSPECTIVE MEMBERS AND GUESTS**

Section 1      **PROSPECTIVE MEMBERS:** A prospective member may be admitted to a social activity provided he/she is accompanied in person by a club member.

Section 2      **GUESTS:** A visiting skater from an out-of-town member Club of the U.S. Figure Skating may skate without joining the Club on a space-available basis. All regular ice fees apply. All guests must comply with the Club's and the hosting facility's policies.

## **ARTICLE XV**

### **AMENDMENTS TO THE BY-LAWS**

Section 1      The /By-Laws may be amended by the Board by a two-thirds vote of the Board, in person or by proxy, at any meeting thereof.