

SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of the Okotoks Skating Club Corporate Number 506002013 on January 22, 2018.

The bylaws were changed as follows:

- The existing bylaws are repealed.
- They are replaced with the attached bylaws.

Date: JANUARY 22, 2018

Authorized Official/ President

Signature: 

Printed Name: Christine Walker

Authorized Official/ Vice-President

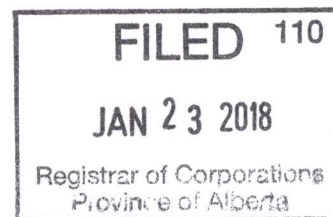
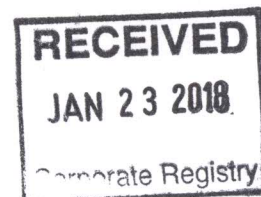
Signature: 

Printed Name: Yvonne Myrse

Authorized Official/ Treasurer

Signature: 

Printed Name: DAVE SARGENT





Club By-laws

Club Name: Okotoks Skating Club

Incorporation Date: February 17, 1994

Corporate Access Number: 506002013 of Alberta, Canada

By-laws Revision Date: November 08, 2017

PO Box 1002
Okotoks Alberta T1S 1B1

registrar.osc@gmail.com



By-Laws OF THE

Okotoks Skating Club

Name of Club

1000139

Club Number

Feb 17, 1994

Date of Incorporation

November 08, 2017

Date of Revision to By-laws

ARTICLE 1: NAME OF CLUB

The Name of the Club Shall be the Okotoks Skating Club hereinafter called the Club.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit 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 such other charges as shall be required of clubs from time to time by Skate Canada.
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada.
- d) The Club is located in the Alberta/NWT/Nunavut Section of Skate Canada.
- a) 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.
- b) The Club shall operate only Skate Canada figure skating and skating programs.
- c) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

ARTICLE 3: BY-LAWS OF THE CLUB

- a) The By-laws, appended to this document, shall describe the organization and functions of the Club and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-laws, 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 Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a Club has precedence over any inconsistent Skate Canada by-law relating to that Club.

BY-LAWS OF THE OKOTOKS SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of sex, age, creed or colour and shall commence on May 1st or the first day fees are paid, whichever is later, and ending April 30th in the following year.

By-law 2: Skate Canada and Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.

By-law 3: Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada

By-law 4: Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within 21 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership. Members not in good standing will not be permitted to take part in club activities nor have permission to take part in Skate Canada Sanction events such as tests, competitions.

By-law 5: Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

By-law 6: Suspension, Expulsion, Resignation from the Club

The Board of Directors may suspend or terminate membership of a member of the Club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The executive will provide notice in writing. The notice will also provide an explanation for the termination. The individual desires, they shall have the right of appeal to the Board of Directors and to a General Meeting of members.

By-law 7: Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

- **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 of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members)
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.
- **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another **Home** Club and have paid a reduced fee as set by the Club. NOTE: The conditions granted under these partial memberships may be added here (ie. ice time for practice only, no lessons, no vote, may not hold office).
- **Honorary Membership:** The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.
- **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.
- **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Non-voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights.

LIABILITY

By-law 8: Liability

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. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

CLUB MANAGEMENT

By-law 9: Members of Board of Directors, Committees and Club Delegate to Skate Canada The members of the Board of Directors, members and Chairs of committees, and the Club 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 Past President (1) Director. Skate Canada Professional Coach(es) may act as a representative(s) on the board in an advisory role but shall not have a vote as defined by the non-profit guidelines and bylaws.

By-law 10: General Management of the Club

The general management of the club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-president, Treasurer, Ice Scheduler, and 4 Directors at large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for a minimum of 2 year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. These persons shall receive no remuneration for any services in any capacity rendered to the club. The coaches representative with sit in an advisory role and shall not have a vote.

By-law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

By-law 12: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion. A majority of the Board of Directors shall form a quorum. By-law 13: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club may be filled until the next annual General Meeting by a majority vote of the executive or unanimous vote of the remaining members of the Board of Directors.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

By-law 15: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty.

By-law 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The club does not use a society's seal. The Treasurer is responsible for arranging for an audited annual financial statement for each fiscal year. The signatories shall be the Treasurer and the President or Vice-president for all cheques and legal documents.

By-law 17: Role of Secretary

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

By-law 18: Committees – President as ex-officio member

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

By-law 19: Committees - Appointment

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

By-law 20: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the Club and be Associate Members of the Association.

By-law 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's 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 CLUB DELEGATE AND REGION COUNCILORS

By-law 22:

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The Club shall appoint a Councillor and an alternate Councillor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

ANNUAL GENERAL MEETING

By-law 23: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 30 days of the close of the club skating season/ fiscal year (April 30). Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request 5 of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 percent of the eligible-voting members.

By-law 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 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

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

By-law 26: Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club

members who are registered as Associate Members of Skate Canada and are 18 years of age 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 have one vote per under age member of a family. Any member that receives remuneration in any capacity for any work rendered by the club shall not have a vote as regulated non-profit statutes and bylaws.

By-law 27: Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

By-law 28: Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. All amendments shall be submitted to Skate Canada for approval. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the By-laws of the Club shall be accepted from the floor at any meeting.

By-law 29: Interim Amendments

Interim amendments to the By-laws may be requested by submitting the amendment in writing to the Board of Directors.

By-law 30: Voting of Amendments

The By-laws may only be rescinded, altered, or added to by way of a "Special Resolution" passed by a minimum of 75% of the voting members of the club in attendance at the Annual General Meeting or a special meeting of the membership.

By-law 31: Effective Force of Amendments to By-laws

The By-laws of the club shall only come into force until the Registrar of the Corporations as approved and registered them.

FUNDS

By-law 32:

The Treasurer or appointed registrar shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 33:

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

By-law 34:

The Treasurer shall prepare a compilation statement of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club. The audited books and records of the club may be inspected anytime upon giving reasonable written notice and arranging a time satisfactory for both parties to meet. The books containing the club's financial information will be audited each year. All the previous year's books will be kept in the Murray Arena Storage area that the club has been assigned.

By-law 35: Dissolution

The Board of Directors shall not recommend that the club be dissolved without first consulting Skate Canada. In the event that the club ceases to exist, after all liabilities have been paid and assets sold, the remaining funds shall not be distributed among the members but shall be distributed to one or more charitable organizations, associations or societies. This shall be designated by those charged with the responsibility of dissolving the club.

COMMITTEES

By-law 36: Finance Committee/Chair

This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members. The books and financial statements are available for review by any member upon written request.

By-law 37: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the Club's Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The Nominating Committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

By-law 38: Membership 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.

By-law 39: Skating Programs Committee/Chair

In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development. Reporting to the Skating Programs Committee is the Recreational

Skating Programs Sub-committee.

Note: Special Program Sub-committees, as deemed necessary by the club, may be formed. These Sub-committees may include, but are not limited to:

- Carnival/IceShow Committee/Chair
- Test Committee/Chair
- Music Committee/Chair
- Club Competition Committee/Chair
- Canskate/CanPower Committee/Chair
- Recreation Program Committee/Chair

By-law 40: Borrowing of Funds

For the purpose of carrying out the club's objectives, the club may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the club with at least a 75% vote of the Board of Directors.