

**FAIRBANKS FIGURE SKATING CLUB BYLAWS**  
As approved by the FFSC Membership November, 2003

**ARTICLE I: NAME**

Section 1. Name The organization shall be known as the Fairbanks Figure Skating Club, Inc. (FFSC).

Section 2. Incorporation The Club was incorporated under the Laws of the State of Alaska on the 17th day of December, 1980.

Section 3. Home Rink This club shall have its headquarters in the Big Dipper Ice Arena, Fairbanks, Alaska.

**ARTICLE II: PURPOSE**

Section 1. Purpose The purposes of the Club are:

- to encourage the instruction, practice, and advancement of the members in all types of figure skating;
- to encourage and cultivate a spirit of fraternal feeling among ice skaters; and,
- to carry out the general policies of U.S. Figure Skating.

**ARTICLE III: MEMBERSHIP**

Section 1. Composition The membership shall be composed of individuals interested in the purposes of the Club and of U.S. Figure Skating. Members will be classified as regular, associate, supporting and honorary, as defined in these Bylaws.

1. *Regular Membership.* Residents of the Fairbanks North Star Borough shall be eligible for full membership in the Club. Full members who have moved from the FNSB shall be eligible to continue their membership in the Club if they have been Club members for at least one (1) year.
  - A. Adult Member: Any member eighteen years of age or over.
  - B. Junior Member: Any member under the age of eighteen years.
  - C. Family Membership: Any and all paid members (adult, junior, and/or professional) within a family unit living together in one household.
2. *Professional Membership.* A member who has been approved by the Board of Directors to teach any type of figure skating on Club ice.
3. *Associate Membership.* A visiting skater or professional who is a member in good standing of another figure skating club affiliated with U.S. Figure Skating or CFSA or an individual U.S. Figure Skating member.
4. *Supporting Membership.* Supporting memberships shall be available to those wishing to support the activities of the club with financial contributions. Special categories and appropriate forms of recognition may be designated by the Board of Directors.
5. *Honorary Membership.* Individuals who have made outstanding contributions to the Club or the sport of figure skating may be honored with lifetime membership in the Club. Such membership may carry all the privileges of full membership or be restricted at the discretion of the Board of Directors at the time of award.

## Section 2. Admission for New Membership

1. Application for membership shall be in writing in such form as prescribed by the Board of Directors.
2. New applicants shall be subject to approval as prescribed by the Board of Directors in the *Handbook of Policies and Procedures*.
3. The applicant shall submit payment of dues at the time of the application.
4. Each applicant shall be notified of the action of the Board of Directors by the membership chairperson.

## Section 3.A. Rights, Duties & Privileges of Regular Members

1. By virtue of membership in the FFSC, members must apply to become members of U.S. Figure Skating, unless otherwise requested.
2. Members in good standing shall be entitled to the skating privileges of the Club.
3. To maintain full privileges and good standing with the club, members agree to abide by the Bylaws, Code of Conduct and the rules of both the Club and U.S. Figure Skating.
4. Members are entitled to participate in Club-sponsored activities provided the criteria for each event is met.
5. Member support for Club activities includes volunteering time and resources for committees, projects and special events and will result in a strong and vital club.
6. Each adult member shall be entitled to not more than one vote. Junior members may be represented by one vote of a non-member parent or guardian of the Junior Member. Family membership shall be entitled to not more than two votes.
7. Members who fail to notify the Secretary of a change in address shall have waived rights to any advance notices called for under the bylaws and the rules of the Club.
8. Members who are indebted to the Club shall be considered a member not in good standing and shall be denied the privileges of the Club, unless exempted by action of the Board.

## Section 3.B. Rights, Duties & Privileges of Professional Members

1. By virtue of membership in the FFSC, professional members must apply to become members of U.S. Figure Skating unless otherwise requested.
2. To maintain full privileges and good standing with the club, members agree to abide by the Bylaws, Code of Conduct and the rules of both the Club and U.S. Figure Skating.
3. Professional members have the right to teach figure skating related skills at any facility procured by the FFSC.
4. Each professional member shall be entitled to not more than one vote.
5. Each professional member must maintain contracts and insurance as required by the Club and Club associated skating rinks.

Section 3.C. Associate Members Associate Memberships are limited in that they may not serve on the Board of Directors, represent the Club in any capacity with its affiliated organizations, vote, or receive financial assistance.

## Section 4. Termination of Membership Membership may be terminated as follows:

1. The rights, duties, and privileges of a member in the Club shall be terminated with the expiration of the annual membership.
2. By written resignation. The person resigning shall forfeit all club privileges and shall have no claim of any nature whatsoever to or against the Club, its property, funds, directors, officers, and members.
3. By Board action as per Article IV Section 1.

## ARTICLE IV: CONFLICT RESOLUTION

Section 1. Due Process The Board shall have the power to discipline, suspend or expel any member for violations of the Club Bylaws. No member shall be expelled or suspended without the right to a hearing.

Section 2. Complaints If any club member(s) has a complaint against another member(s) for an infraction of any bylaw or rule other than skating rules, they may file such complaint in writing to the board. Such complaint will be investigated according to the adopted conflict resolution policy.

1. Members of the Club may initiate disciplinary action by the filing of a written complaint with an officer of the Club.
2. The complaint must name the challenged member, state the incident/infraction, and provide statements and evidence which justifies discipline.
3. Any complaint should be filed within 14 days of the alleged incident/infraction.
4. The complaint is considered confidential and is reviewed by a quorum of the Board within 3 days of receipt.

Section 3. Resolution The Board directs any further action deemed necessary.

## ARTICLE V: CLUB MEETINGS

Section 1. Order of Business At all general membership, board meetings and special meetings the following order of business should be observed.

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes
4. Treasurer's Report
5. Unfinished Business
6. New Business
7. Committee Reports
8. Set next meeting date
9. Adjournment

Section 2. General Membership Meetings

1. An annual general membership meeting will be held in the summer with the primary purposes of:
  - A. the announcement of newly elected board members;
  - B. the solicitation of new members;
  - C. the annual payment of dues;
  - D. recognizing the achievements, honors and awards of the membership during the previous year; and
  - E. to approve the goals and objectives of the Club for the coming year.
2. Notification of the annual general membership meeting and the tentative agenda shall be mailed by the Secretary to each member and posted at the Home Rink at least 15 days in advance.

Section 3. Board of Directors Meetings

1. The Board of Directors shall meet generally on a monthly basis.
2. Notification of Board of Directors meetings and the tentative agenda shall be a posted notice on the Home Rink bulletin board at least 7 days prior to the meeting.

Section 4. Special Meetings of the Board of Directors Special meetings of the Board of Directors may be necessary from time to time.

1. Special meetings may be called by any board member.

2. Special meetings may be called by the Board upon receipt of a written petition signed by twenty-five per cent of Club members in good standing and submitted at a regularly scheduled board meeting.
3. Notice of a special meeting shall be posted by the Secretary at the Home Rink bulletin board at least 7 days prior to the meeting.
4. Limitation No business shall be transacted at a special board meeting except that for which notice was given.

Section 5. Committee Meetings Notice of all committee meetings shall be posted at the Home Rink bulletin board 4 days in advance of the meeting.

## **ARTICLE VI: BOARD OF DIRECTORS**

Section 1. Composition The Board of Directors will be composed of at least five members and a maximum of nine members elected by the membership of the Club. The total number of directors will be determined by the club membership upon recommendation of the Elections Committee. The immediate Past President shall automatically serve as an ex-officio member of the Board of Directors.

Section 2. Qualifications All members of the Board of Directors must be regular members of the Club and U.S. Figure Skating 18 years or older, except for:

1. One non-voting member may be elected from the community at large.
2. One non-voting junior member age 13 through 17 may be elected.

Section 3. Term of Office Odd years will have an odd number of directors elected and even years will have an even number of directors elected and they shall serve for a period of two years. The Junior representative shall be elected and serve for a term of one year.

Section 4. Powers & Duties The Board of Directors shall have the authority and responsibility to make rules and regulations and do all those things necessary to insure the proper operation and government of the Club. Each Board member should assume the chair for one of the Club's standing committees.

Section 5. Appropriations

Any Club expense in excess of \$1,000 not included in the annual budget requires a majority vote at a regular or special meeting of the Board of Directors.

Section 6. Administration All powers vested in the Board of Directors shall be exercised only at a duly convened meeting of the Board at which a quorum is present.

Section 7. Quorum A simple majority of the Board of Directors, one of whom must be the President or Vice President, shall constitute a quorum.

Section 8. Vote Questions arising at any duly convened meeting of the Board of Directors shall be decided by a majority vote of the board of Directors present except as otherwise specified in the Bylaws.

Section 9. Vacancy The position of a member of the Board of Directors or Officers shall be vacated:

1. if by notice in writing to the Club he/she resigns;
2. if he/she is absent from 3 or more meetings in any 12 month period;
3. if he/she is found to be of unsound mind;
4. if he/she is convicted of a criminal offense.

Section 10. Limitations No person may chair more than two committees simultaneously or more than one committee if they are an officer.

Section 11. Recall The process of consideration of recall will be determined at a special meeting of the Board of Directors.

Section 12. Parliamentarian The Board may designate a parliamentarian. This position may be filled by a Board member or other adult member in good standing.

Section 13. US. Figure Skating Delegate Whenever possible the President will be the Club's voting delegate at Governing Council. If additional delegates (as determined by U.S. Figure Skating based on Club membership figures) are allowed, they will be selected by the Board of Directors from a slate composed of interested adult members.

## **ARTICLE VII: ELECTIONS, TERM OF OFFICE & VACANCIES**

Section 1. Elections and Balloting There will be an annual election by mail.

Section 2. Election of Officers The first regular Board meeting will be a joint meeting including the outgoing, incoming and continuing board members. The meeting will be chaired by the outgoing President or Vice President. Administrative officers will be selected by a simple majority vote of the incoming and continuing Board members.

Section 3. Replacing a Vacant Board Position A vacancy of any Board of Director position shall be filled after an announcement for new candidates has been posted at the home rink for 15 days. The election to fill the vacancy will be by simple majority of the Board at their next regularly scheduled meeting. The person elected by the Board will complete the term of the vacant seat.

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. President The President shall:

1. act in the best interest of the membership in implementing decisions of the Board;
2. assume all duties delegated to him/her by these Bylaws, the *Handbook of Policies and Procedures*, and assigned to him/her by the Board of Directors;
3. be the official spokesperson for the Club;
4. preside at all meetings of the Club and Board of Directors;
5. sign with the Secretary or Treasurer all contracts and agreements made by the Club, with the approval of the Board of Directors; and
6. be an ex-officio member of all committees except the elections committee.

Section 2. Vice-President The Vice-President shall:

1. assist the President in the discharge of his/her duties and assume those duties in his/her absence;
2. serve as chairperson of the Elections Committee when that committee is activated by the Board; and
3. assume any additional duties delegated to him/her by these Bylaws, the *Handbook of Policies and Procedures*, or assigned to him/her by the Board of Directors.

Section 3. Secretary The Secretary shall:

1. record, distribute and maintain a file of the minutes of all membership meetings, meetings of the Board of Directors, and meetings of the Executive Committee;
2. sign with the President all contracts and agreements made by the Club;
3. maintain a file of all contracts and agreements;

4. assume any additional duties delegated to him/her by these Bylaws, the *Handbook of Policies and Procedures*, or assigned to him/her by the Board of Directors;
5. shall assure that the *Handbook of Policies and Procedures* is maintained.

Section 4. Treasurer The Treasurer shall:

1. have charge of the funds of the Club and shall keep records of all receipts and disbursements;
2. assume any additional duties delegated to him/her by these Bylaws, *the Handbook of Policies and Procedures*, or any duties assigned by the Board of Directors.

## **ARTICLE IX: COMMITTEES**

Section 1. Standing Committees Standing Committees are those that are necessary for the operation of the Club.

1. The Chairpersons of the various standing committees will be made up from the Board of Directors or by interested individuals. Chairpersons are approved by and can be removed by action of the Board.
2. Committee membership is open to any interested individual.
3. The work tasked to committees may be accomplished by sub-committees. The chairperson of the appropriate standing committee is responsible for the formation and activation of required sub-committees.
4. Committees include:
  - a. Competition
  - b. Testing
  - c. Dance and Dance Testing
  - d. Ice and Rules
  - e. Special Events
  - f. Fund raising
  - g. Membership
  - h. Concessions
  - i. Skating School

Section 2. Special Committees Special Committees are formed at the direction of the board of Directors. The chairpersons of such committees will be appointed by the Board of Directors.

## **ARTICLE X: FISCAL MANAGEMENT**

Section 1. Fiscal Year The fiscal year of the Club shall begin July 1st and end on June 30th of the following year.

Section 2. Books and Accounts Books and accounts of the Club shall be kept under the direction of the Treasurer and in accordance with standard practices of accounting.

Section 3. Audit At the close of each fiscal year the books and records of the Club shall be examined by a Certified public Accountant or other person acceptable to the membership, whose report will be prepared in accordance with the requirements of the membership.

Section 4. Dues Annual membership dues are payable June 1of each year.

Section 5. Inspection of Books and Corporate Records All records of the Club shall be available for inspection at a reasonable time by any member.

Section 6. Disbursements. All disbursements by check shall be signed by the Treasurer or the President or another designated officer as prescribed by the board of Directors.

Section 7. Budgets All committee budgets shall be submitted to the Treasurer and approved by the Board of Directors as prescribed in the *Handbook of Policies and Procedures*.

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The rules contained in the latest revised edition of *Robert's Rules of Order* shall govern the Club in all cases not covered in these Bylaws.

#### **ARTICLE XI: AMENDMENTS**

Section 1. By the Members Any article or section of these Bylaws may be repealed, altered amended, or suspended for any length of time by consent of a two thirds majority of ballots received from the voting members. Members will be given 30 days advance notice of any proposed amendment(s) to the Bylaws and a mail-in ballot.

Section 2. By the Board of Directors The Board of Directors may amend or repeal these Bylaws only to bring them into compliance with the rules and regulations of U.S. Figure Skating by a majority vote at any meeting of the Board. Such action will be posted at the home rink for not less than 30 days.

#### **ARTICLE XII: INDEMNIFICATION**

Any person who is or has been an officer, or Board Member or his personal representative, shall be indemnified by the corporation against all costs and expenses, reasonably incurred by or imposed upon him/her in connection with or resulting from any action, suit or proceeding to which he/she may be made a party by reason of his being or having been an officer or Board of Director of the corporation except in relation to such matters as to which he/she shall finally be adjudicated in such action suit or proceeding to have acted in bad faith and to have been liable by reason of willful misconduct or willful negligence. Costs and expenses of actions for which this article provides indemnification shall include, but not be limited to attorney's fees, damages and reasonable amounts paid in settlements.

#### **ARTICLE XIII: DISSOLUTION**

Section 1. General Dissolution. In the event of the dissolution of the FFSC for any reason, all of its assets and property shall be distributed, or sold and the proceeds distributed to U.S. Figure Skating, after all fiscal obligations of the Club have been met.

Section 2. Charitable Gaming Dissolution. All net proceeds from charitable gaming conducted under Alaska Statutes 05.15 will be distributed to a charitable organization as defined at AS 05.15.690(5) or another qualified organization that is authorized to conduct an activity under AS 05.15.

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President, Fairbanks Figure Skating Club

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Date