

# By-Laws of the Figure Skating Club of Bloomington

## Article I

**Purpose** The purpose of the Figure Skating Club of Bloomington is to serve as a center of excellence in figure skating. FSCB is a nonprofit organization organized for charitable and educational purposes. We will carry out our objectives using the highest ethical standards and uphold our principles in all activities. We will be an asset to those interested in figure skating.

**Headquarters** The headquarters of the Club shall be located at the Bloomington Ice Garden, 3600 West 98<sup>th</sup> Street, Bloomington, Minnesota, or such other place as may be designated by the Board of Directors.

**Non-Discrimination** This organization shall not discriminate against any person because of race, ethnicity, religion, creed, gender, national origin, sexual orientation, marital, family, or covered veteran status, status with regard to public assistance, disability, age, or other protected class status.

## Article II

### Club Membership

1. Membership shall be of the following classes
  - a) Adult Active Membership: Any person eighteen (18) years of age or older, who is an amateur skater, may become an adult active member.
  - b) Junior Active Membership: Any person who has not reached the age of eighteen (18) who is an amateur skater may become a junior active member. Parents or

- guardians of Junior Members will vote on behalf of that Junior Member. Parents, guardians, and custodians of junior active members are members of the figure Skating Club of Bloomington.
- c) Sustaining Membership: Any person desiring to remain or become a member who does not desire to contract for ice. Sustaining members are eligible for reduced membership rates. Sustaining members shall have such privileges, other than voting and contracting for ice, as may be designated from time to time by the Board.
  - d) Special Membership: Any person may apply for special membership. If approved, special members shall have such privileges as may be designated by the Board. (Example: a judge affiliated with the FSC of Bloomington).
  - e) Honorary Membership: The Board of Directors may elect such persons to Honorary Memberships. They shall have such privileges, other than voting, as designated by the Board of Directors. (Example: any person not falling under above membership classification and as elected by the Board).
  - f) Associate Membership: Associate memberships are for skaters whose Home Club is other than the FSC of Bloomington, but who would like to participate in the FSC of Bloomington's Club functions. Associate Club members do not have voting privileges.
  - g) Collegiate Membership: Collegiate memberships are for students who maintain their membership status with FSCB for four years. Collegiate Members do not have voting privileges.
2. Admission Procedure: Membership applications shall be in writing on forms provided by the Contract/Membership Board Member and shall be approved by a majority of the Board of Directors. All membership applications are subject to approval by the FSC of Bloomington Board of Directors. New members may be given probationary membership until the Board's next meeting. In the event an applicant is not approved, the deposit will be refunded. Membership may be reconsidered and revoked by the Board of Directors in the event that any information submitted to the FSC Bloomington is incorrect, incomplete, or misleading.

3. Voting Rights: Only adult active members and one parent or guardian of a Junior active member shall be entitled to vote. Voting by Absentee Ballot will be allowed when approved by the Board of Directors.
4. Suspension or Expulsion: The Board of Directors shall have the power to suspend or expel any member for violation of the Articles of Incorporation or By-Laws, or for conduct which the Board of Directors shall deem improper. However, no member shall be expelled or suspended for longer than 30 days without a hearing as hereinafter provided.
5. Resignation: Any member not in arrears of dues or other indebtedness may tender a written resignation of his or her membership to the Secretary, who shall report same at the next meeting of the Board of Directors. Dues shall not be refunded.
6. Transferring Membership: A member may transfer membership by obtaining a form from the club they wish to transfer their membership to and present that form to the Treasurer of FSC of Bloomington. The Treasurer will “sign off” for the FSC of Bloomington and forward the form to the membership chair for the new club.
7. Dues: The Board of Directors shall establish registration fees and annual dues and methods of payment.
8. Arrears of Dues: A member shall be considered in arrears for dues when such dues have not been paid thirty (30) days after s/he has received a billing.
9. Competitions or Exhibitions: No member or members of the Club shall make entry in the name of the Club in any competition or exhibition except with the written approval of an officer of the Board of Directors.
10. Volunteering: The FSC of Bloomington is run by volunteers. Each family having home club membership in the Club is expected to contribute a minimum of volunteer time per fiscal year as established by the FSCB Member Handbook.

## **Article III**

### Meetings of the General Membership

1. General Membership Meetings: There shall be such membership meetings each year as determined by the Board. An annual meeting must be held, within 60 days before or after the end of the fiscal year.
2. Special Meetings: A special meeting may be called upon the written request of five (5) members when presented to the Secretary.
3. Notice of Meetings: Notice of meetings shall be mailed or emailed at least seven (7) days prior to a meeting to each member at his address, as shown by the records of the Club, or shall be posted at the Bloomington Ice Garden. The purpose for which the meeting is called shall be stated in the notice.
4. Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
5. Quorum: Twenty percent (20%) of the membership votes entitled to a vote shall constitute a quorum for the transaction of business at any meeting of the membership.

## **Article IV**

### Board of Directors

1. Board Membership and Compensation: Each member of the Board of Directors must be a voting member of the Club. The Board receives no compensation other than reimbursement of expenses.

2. **Number and Term:** The Board of Directors shall consist of not less than seven (7) persons and not more than 12 persons who shall be elected at each spring meeting. Board terms will be two years and will begin on the first day of the fiscal year. Board members can serve a maximum of three consecutive terms. The Board reserves the right to elect members mid-term to fill vacancies as needed.
3. **Ex-officio Membership on the Board of Directors:** Any U.S. Figure Skating official, who is a member of the FSC Bloomington, will be deemed an ex-officio member of the Board of Directors of the Club. They will attend board meetings, participate in discussion and give advice from an official's point of view.
4. **Board Responsibilities:** The Directors shall have the responsibility for the general management and supervision of the affairs, business, and property of the Club as specified by in the Board Member Agreement. They shall have full power to determine all questions not determined by the Articles of Incorporation or these By-Laws.
5. **Removal:** Any Director may be removed by a majority vote of the Board of Directors, subject to the right of the membership to reinstatement of the removed Director.
6. **Resignation, termination and absences:** Resignation from the board must be in writing and received by the Secretary. A board member can be terminated from the board due to excess absences. A board member may be removed for other reasons by majority vote of the remaining directors.
7. **Meetings:** Meetings of the Board of Directors shall typically be held monthly. The schedule of meetings will be provided to board members at least seven (7) days prior by written notice delivered personally or sent by mail or email to each Director at his or her address as shown by the records of the Club. All questions of procedure at meetings shall be determined in accordance with Robert's Rules of Order, Revised.

8. Notice of Special Meetings: Notice of any special meeting of the Board of Directors shall be given at least seven (7) days previously thereto by written notice delivered personally, sent by mail or sent by email to each Director at his or her address as shown by the records of the Club. The purpose for which the meeting is called shall be stated in the notice.
9. Quorum: A quorum must be attended by at least fifty percent (50%) of the Board of Directors for business transactions to take place and motions to pass.

## **Article V**

### Officers and Duties

1. The Board of Directors shall elect from within their number the officers of the Club at the first meeting held after the new fiscal year. Officer terms will start at the beginning of the fiscal year, unless the position is filling a vacated officer position. The term of office shall be two (2) years, renewable for up to three consecutive terms.
  - a) President: The President shall convene regularly scheduled board meetings, preside at such meetings, and shall manage the Club and its property, and shall sign all agreements and contracts made by the Club after authorization by the Board of Directors. The number of consecutive years one can serve as Club President shall be limited to four (4).
  - b) Vice President: The Vice President shall assist the President in the discharge of all Presidential duties, and, in the President's absence or at the President's request, may assume the duties and officiate in the President's place.
  - c) Secretary: The Secretary shall keep the minutes of all Board of Directors and membership meetings, keep records of board actions, and assure that corporate records are maintained. The Secretary shall also be responsible for collecting conflict of interest forms annually from Board members.
  - d) Treasurer: The Treasurer shall have charge of all receipts and disbursements, as approved by the Board of Directors. The Treasurer will assist in the preparation of the budget and prepare financial reports for review and approval by the Board

of Directors at each board meeting. On an annual basis, the Treasurer will prepare, or supervise the preparation of, annual charitable registrations and tax reports. The Club will maintain Directors and Officers Liability Insurance.

2. Resignation from an officer position: Resignation from the board must be in writing and received by the Secretary or President.
3. Terminations of Officers: An officer can be removed from their position by majority vote of the remaining directors.

## **Article VI**

### Fiscal Year

1. Fiscal Year: The fiscal year of the Club shall end on May 31.
2. Auditing: The Board of Directors shall determine if an audit is deemed necessary for each fiscal year. If so, the board of directors will determine audit procedures and shall be responsible for supervising the completion of the audit and Form 990.

## **Article VII**

### Bylaw Amendments

1. The By-Laws may be adopted or amended by a 2/3 majority vote of the Board of Directors at two consecutive board meetings, subject to the power of the members to change or repeal by a majority vote of the membership.

These bylaws were approved at a meeting of the Board of Directors

on \_\_\_\_\_.