



The Streetsville Meadowvale Figure Skating Club Inc.

Established 1963

Incorporation Number: 0282602

Incorporation Date: January 30, 1974

Skate Canada Club Number: 1000469

Constitution and By-laws

Constitution Revision Date: May 14, 2014

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CONSTITUTION OF The Streetsville Meadowvale Figure Skating Club Inc.

Skate Canada Club Number: 1000469
Incorporation Number: 0282602

Date of Incorporation: January 30th, 1974
Date of revision of Constitution: September 28th, 2009
Date of revision of Constitution: AGM May 17th, 2010
Date of revision of Constitution: AGM May 14th, 2014

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be “ Streetsville Meadowvale Figure Skating Club Inc.” hereinafter called the “Club”.

ARTICLE 2: SKATE CANADA

- a) The Club shall be a member of Skate Canada.
- 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 Ontario Provincial Statutes as applicable.
- d) The Club shall abide by City of Mississauga Statutes with regard to facility management and policy compliance.
- e) The Club shall abide by all Skate Canada By-laws, rules and regulations. If there are inconsistencies between Provincial statutes and Skate Canada rules and regulations, the Provincial statutes shall take precedence.
- f) The Club is located in the Central Ontario Section of Skate Canada.

ARTICLE 3: PURPOSE OF THE CLUB

- a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment, and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada.

- c) 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.
- d) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club. These coaches may work with Program Assistants who are permitted to assist in the training of club programs provided they are under the guidance of a Club coach. The Club may also hire non Skate Canada Professional Coaches as instructors to lead off-ice training sessions. From time to time, the Club may also host guest coaches with professional international skating credentials.
- e) The Club shall accept donations, gifts, legacies, and bequests for the use of the Club.

ARTICLE 4: BY-LAWS OF THE CLUB

- a) The By-laws, appended to this Constitution, 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
Streetsville Meadowvale Figure Skating Club Inc.**

MEMBERSHIP

By-law 1: Club Membership

As of May 25, 1995, any new member in the Club shall be open only to residents of Mississauga, irrespective of sex, age, creed, or colour.

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 set forth from time to time 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 in arrears will not be permitted to take part in any Club activity. If any arrears are not paid within thirty (30) days of the date set for payment, such members shall be considered as having terminated their membership.

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 and Expulsion from the Club

The Board of Directors may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of Skate Canada or the Club. The board of Directors shall give the individual a written explanation of the termination of membership on request. The individual, if he/she so desires, 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:

- **Full Member:**
 - Must be registered with Skate Canada with SMFSC as their home club.
 - Must be registered (and in good standing) on a minimum of two (2) SMFSC on-ice sessions or a minimum of one (1) CanSkate session and work under the direction of a coach contracted by the Club.
 - Skater is permitted to Guest Skate as per the limits established by the Board of Directors.
 - Can participate in SMFSC test days, off-ice programs, seminars and carnival/ice show.
 - Is eligible for skater rate for SMFSC events, where applicable.
 - Is included in SMFSC publications, awards presentations, grants and reimbursements.
 - All Full Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special General Meeting of the Club. Underage Active Members have no vote but may be represented by Special Members.

- **Partial Member:**
 - Skater who is registered with Skate Canada with any club but SMFSC as their home club.
 - Is registered (and in good standing) for a minimum of one (1) to a maximum of two (2) SMFSC on-ice sessions.
 - Skater is permitted to Guest Skate as per the limits established by the Board of Directors.
 - Can participate in SMFSC off-ice programs and seminars, if space permits once Full Members have been given opportunity.
 - A 10% premium will be added to all fees.
 - Cannot participate in SMFSC test days or carnival/ice show.
 - Is not eligible for skater rate for SMFSC events, where applicable.
 - Is not included in SMFSC publications, awards presentations, grants and reimbursements.
 - Partial Members are not entitled to a vote at the Annual General Meeting and Special General Meeting of the Club. Parents and legal guardians of Partial Members do not qualify as Special Members and may not vote at each Annual General Meeting and Special General Meeting of the Club.

- **Affiliated Member:**
 - Skater who is registered with Skate Canada with SMFSC as their home club.
 - Is registered for a maximum of one (1) SMFSC on-ice session.
 - Skater is permitted to Guest Skate as per the limits established by the Board of Directors.
 - Cannot participate in SMFSC test days, off-ice programs, seminars and carnival/ice show.
 - Is not eligible for skater rate for SMFSC events, where applicable.

- Is not included in SMFSC publications, awards presentations, grants and reimbursements.
 - Affiliated Members are not entitled to a vote at the Annual General Meeting and Special General Meeting of the Club. Parents and legal guardians of Affiliated Members do not qualify as Special Members and may not vote at each Annual General Meeting and Special General Meeting of the Club.
- **Alumni Member:**
 - Skater who was previously a Full Member at SMFSC for a minimum of five (5) years.
 - Skater who is registered with Skate Canada with SMFSC or another club as their home club.
 - Is registered for less than two (2) SMFSC on-ice sessions.
 - Skater is permitted to Guest Skate as per the limits established by the Board of Directors.
 - Cannot participate in SMFSC test days, off-ice programs, seminars and carnival/ice show.
 - Is not eligible for skater rate for SMFSC events, where applicable.
 - Is not included in SMFSC publications, awards presentations and reimbursements.
 - Alumni Members are not entitled to a vote at the Annual General Meeting and Special General Meeting of the Club. Parents and legal guardians of Alumni Members do not qualify as Special Members and may not vote at each Annual General Meeting and Special General Meeting of the Club.
- **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 General Meeting of the Club.
- **Special Membership:**
 - Parent or guardian of legally underage Full Members who have paid the fees as set by the Club and are Associate Members of Skate Canada. Special Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special General Meeting of the Club regardless of how many children are in the family.
- **Honourary Membership:**
 - The Annual General Meeting of members may elect any person an Honourary Member of the club. Honourary Members will receive a life-time membership to the club and shall be exempt from club dues (but not Skate Canada dues). Honourary members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special General Meeting 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 (whatsoever), may not vote at meetings (unless otherwise qualified – such as qualifying as a Special (parent) member), is not permitted to compete in competitions (whatsoever), and is not permitted to officiate at tests or competitions (whatsoever).

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 of 18, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

By-law 10: General Management of the Club

The general management of the club shall be vested in a Board of Directors that will have a maximum of 14 Directors and will consist of: Past President, President, Vice-President, Secretary, Treasurer, Coaching Representative and up to 8 Directors at large. All of the above, with the exception of Past President and Coaching Representative shall be elected at the Annual General Meeting. The general membership shall elect 12 persons to serve on the Board of Directors. The elected Directors will then, in closed session, elect the President, Vice-President, Secretary and Treasurer (executive) by secret ballot.

The Coaching Representative shall be elected annually by and from within the coaches of the club as per Skate Canada by-laws.

The Past President shall be ex-officio and shall hold office until a new President has been duly elected.

The President and Vice-President shall have served on the Board of Directors the year immediately preceding the current election.

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 one (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.

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 remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than three (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 Treasurer is also responsible for arranging for an unaudited annual financial statement.

Any two of the President, the Vice-president and the Treasurer shall sign all cheques and legal documents. Note: It is recommended that the Treasurer be one of the signatories.

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 – Selecting Chairs

All members-at-large of the Board of Directors shall be eligible to chair a committee. Committee chair positions shall be decided by a board member's desire to hold the position. Should more than one person desire to chair a committee, the position shall be decided by a majority vote of the Board of Directors.

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 Skate Canada.

By-law 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of Skate Canada (Skate Canada By-law 1603).

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 22: Club Delegate

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 Councilor and an alternate Councilor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councilors 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 General Meeting Request

An Annual General Meeting shall be held within sixty (60) days of the last day of the Winter Skating Season. Other Special General Meetings may be held from time to time upon the request of the Board of Directors or upon written request of five (5) per cent of Club Members. A quorum for an Annual General Meeting or Special General Meeting shall be five (5) per cent of the eligible-voting members.

By-law 24: Written Notice

Written notice of all Annual General Meeting and Special General Meetings shall be provided fifteen (15) 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 eighteen (18) years of age,
- the club Coaching representative(s) and
- Honourary Member(s) and
- 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).
- Regardless of how many times eligible Club Members may qualify to vote, they only get one (1) vote.

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 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 Constitution and 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 Constitution or by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special General Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

By-law 29: Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

By-law 30: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting of the Club.

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

All amendments to the by-laws upon receiving approval of any Annual or Special General Meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada rule and/or by-law.

FUNDS

By-law 32

The Treasurer 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

A person designated by the Board of Directors shall make a review of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

By-law 35 Dissolution

In the event of a dissolution or winding up of the Club, all its remaining assets after payment of its liabilities shall be held in trust for 2 years by the Central Ontario Section and then distributed to one or more skating clubs of similar size within the Mississauga area.

COMMITTEES

By-law 36: Fundraising Committee/Chair

This committee shall be responsible for all Club fund raising events, including Bingo, and will be responsible for the record keeping of those events and advising the board of prospective expenditures and investments, which will ultimately be decided upon by a majority vote of the board.

By-law 37: Nominating Committee/Chair

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than twenty-one (21) days before an Annual General Meeting in the year which an election is to be held. The nominating committee shall consist of a minimum of one (1) member from the Board of Directors. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least three (3) days before the Annual General Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual General Meeting may be accepted for vacant positions only.

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: Skater Development 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 STARSkate, Competitive Skate, and all off-ice programs including developmental seminars.

By-law 40: Ice Show Committee/Chair

This committee shall be responsible for the planning and production of the Ice Show. A Club Skate Canada coach may be appointed to produce the show but shall not assume the position of Manager or chairman of the Ice Show Committee.

By-law 41: Ice Committee/Chair

This committee shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the Club. This committee shall also be responsible for the supervision of the skating sessions and for the preparation of rules governing behaviour on or around the skating surface.

By-law 42: Test Committee/Chair

This committee shall be responsible for arranging and supervising all tests (in consultation with the appointed referees), and obtaining judges for Skate Canada test and competitions, keeping

Club records of test, preparing test records for forwarding to Skate Canada and for the encouragement of potential Skate Canada judges. In addition, this committee shall assist and promote Judges Schools and Clinics and assist the Section Judges Chairman.

By-law 43: Music Committee/Chair

This committee shall arrange for music at Club sessions, purchase records as approved by the Board and ensure, where appropriate, that Skate Canada and other suitable dance music is available for practice and tests.

By-law 44: Recreational Programs Committee/Chair

This committee shall be responsible for promoting and organizing sessions for all Club recreational skating programs including but not limited to CanSkate, in consultation with the Club's coaching staff. The committee will also conduct skater/parent orientation sessions, arrange for suitable Skate Canada coaches and/or recreational instructors' development within the Club and select instructors to attend Canskate workshops. It is also charged with ordering recreational program supplies, maintaining skaters' progress reports, and offering well organized, high quality, standardized recreational programs that are fun for participants, coaches, and volunteers.

By-law 45: Synchronized Skating Committee

This committee shall be responsible for obtaining a coach or coaches for the Club team(s) appoint a Synchronized Skating Committee Chairperson who sits as a member of the Board, appointing people to be in charge of team finances, team management, fundraising, costumes, and any other area deemed necessary for the effective administration of a Synchronized Skating Team. It will also co-ordinate club team activities, arrange for team try-outs and practice times in consultation with the team coach; register team in competitions, making all travel and accommodation arrangements and contact the Section Synchronized Skating coordinator for technical information and location of competitions. The Committee must ensure that all Club teams are registered with Skate Canada's Recreational programs Department and that all competitive teams abide the Rules contained in Section 5900 of the Skate Canada Rulebook another rules as the may apply.

By-law 46: Board Meetings The Board of Directors shall have at least one (1) meeting every three (3) months, but meetings may be called more frequently if deemed necessary.

A Special Board Meeting may be called at the request of at least three (3) board members.

General Members have the right to sit in on regular board meetings, but will be asked to leave for confidential items and all votes. If General Members would like to address the board they may make a written request to the President no less than three (3) days prior to the meeting so that they may be included in the Meeting Agenda.

By-law 47: Coaching Staff Meetings

The Coaching staff shall meet with one (1) or two (2) delegates from the Board of Directors at a minimum of two (2) times a year, but meetings may be called more frequently if deemed

necessary by either party. Delegates shall be appointed by the President or Vice-President in the absence of the President.

By-law 48: Website

The Club shall maintain a website and update such site frequently. The website shall include, but is not limited to

- Constitution and by-laws
- AGM Minutes
- Board of Directors
- Coaching Staff
- Registration Information
- Schedules for Regular Sessions and Special Events
- Test Days Information
- CanSkate Information

**Adopted by:
Streetsville Meadowvale Figure Skating Club Inc**

On _____ of _____
(Day) (Month) (Year)

Signed

(President) (Date)

Signed

(Club Board Member) (Date)