

# FORT COLLINS FIGURE SKATING CLUB BYLAWS

## Document History:

- Past Revision Adopted 05/15/94 General Membership Meeting
- Past Revision: Adopted 05/01/04 General Membership Meeting
- Past Revision Adopted 04/28/07 General membership Meeting
- Past Revision Adopted 04/15/10 General membership Meeting
- Revision Adopted 02/12/11 Special membership Meeting

*This organization was incorporated under the laws of the State of Colorado as the “Ice Skating Club of Fort Collins” (the Club) on the 18<sup>th</sup> day of June 1987. May 15, 2010, the membership voted to change the name of the organization to “Fort Collins Figure Skating Club”. These bylaws were then modified to reflect the organization’s new name.*

Respectfully Submitted by the FCFSC Board of Directors

## **BYLAWS OF THE FORT COLLINS FIGURE SKATING CLUB**

### **ARTICLE I: NAMES AND OFFICES**

#### **Section 1: NAME:**

A. The name of the organization shall be the Fort Collins Figure Skating Club (FCFSC).

#### **Section 2: PRINCIPAL OFFICE:**

A. The principal office of the Club shall be located at Edora Pool Ice Center (EPIC), 1801 Riverside Drive, Fort Collins, CO 80525.

### **ARTICLE II: PURPOSE**

#### **Section 1: PURPOSE:**

The Fort Collins Figure Skating Club is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. This Corporation shall be a nonprofit corporation.

#### **Section 2: SPECIFIC PURPOSES:**

A. The purposes of the Club are:

- 1) To encourage the instruction, practice and advancement of the members in, moves in the field, freeskating, pair skating, ice dancing, synchronized skating, and all types of figure skating;
- 2) To foster amateur figure skating competition from the beginner to the national or international level (without providing athletic facilities or equipment)
- 3) To encourage and cultivate fellowship among ice skaters;
- 4) To produce or cooperate in the production of amateur ice shows, competitions and exhibitions;
- 5) To conduct US Figure Skating tests;
- 6) To encourage members to become qualified US Figure Skating judges, accountants and referees;
- 7) To generally perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objectives and purposes of this organization;
- 8) To carry out the general policies of United States Figure Skating.

#### **Section 2: MISSION STATEMENT:**

A. The Fort Collins Figure Skating Club (FCFSC) is a volunteer organization whose mission is to create, maintain and enhance a healthy and positive environment in which our members can develop physically and emotionally while building character through the sport of figure skating at all ages.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: DEFINITION:**

- A. Member in Good Standing: All members of the Club shall be considered to be “Members in Good Standing” when their dues are paid in full, and they demonstrate a commitment to assist the Club according to the Club volunteer policy and abide by the Code of Conduct of the Club.

### **Section 2: CLASSES OF MEMBERSHIP:**

- A. Senior Home Club Members: Senior Home Club Members shall be at least 18 years of age and whose home club is the FCFSC. Senior Home Club Members are granted the right to vote in elections, serve on the Board of Directors or as Committee or Sub-Committee Chairs, receive financial assistance (pursuant to the Club Financial Assistance Policy), receive skating-related recognition, have priority on test sessions and run-thrus, skate on Club ice, and are entitled to all other benefits of full membership.
- B. Junior Home Club Members: Junior Home Club Members shall be under 18 years of age. Junior Home Club Members are not granted the right to vote in elections, or serve on the Board of Directors (except on the Junior Board when in existence) or serve as Committee or Sub-Committee Chairs. They may receive financial assistance (pursuant to the Club Financial Assistance Policy) and receive skating-related recognition. Junior Home Club Members have priority on test sessions and run-thrus, may skate on Club ice, and are entitled to all other benefits of full membership. At least one parent or guardian of a Junior Home Club Member must also be a Senior Member of the Club.
- C. Professional Members: As defined in US Figure Skating rulebook under ER 1.00 (ineligible persons): An ineligible person in skating is someone who has received direct or indirect financial benefit from performance, teaching or officiating in skating or fame as a skater *and* has not been reinstated as an eligible person as prescribed in US Figure Skating rules. Professional members shall have the right to vote and to serve as Directors (see restriction under Article V, Section 2, but shall not be officers. All Professional Members shall at all times comply with any requirements set forth by U.S. Figure Skating.
- D. Honorary Members: Honorary members may be elected at any meeting of the Club after recommendations approved by the Board of Directors by 2/3 of the voting members present. An honorary member shall be exempt from initiation fees, dues/or assessments under the same rules governing active members. He or she shall not be nominated or elected to office or serve as a member of the Board of Directors, but may be appointed by the Board to fill a vacancy. He or she shall only be allowed to vote as part of the committees or Board of Directors to which he or she has been appointed. He or she shall have no claim on the assets or property of the Club and shall not represent the Club in competitions. Such a member may be elected for life or a term of years.

- E. Non-Home Club/Associate Members: Non-Home Club/Associate Members are those who are individual members of USFS or those whose home club is another USFS club, and who are “members in good standing” with that club. Non-Home/Associate Members are invited to participate in general “Club ice” sessions and other social events. Non-Home /Associate Members will be listed in the Club directory and will be included on mailing lists for newsletters, seminars, and club emails. Non-Home Club/Associate Members are not granted right to vote in elections, cannot serve on the Board of Directors or as Committee or Sub-Committee Chairs, will not receive financial assistance (pursuant to the Club Financial Assistance Policy), will not receive skating-related recognition, do not have priority on test sessions and will not have priority in Club run-thrus. A Non-Home Club/Associate Member may receive skating-related recognition and may participate in Club run-thrus as a member on a synchro team designating the FCFSC as the team home club, or as a pair or dance partner of a Senior or Junior Home Club Member.
- F. Basic Skills Membership: Basic Skills Members are Learn-to-Skate level members that have not tested with USFS at the Pre-Preliminary Level. Basic Skills Members have no voting rights, cannot run for the Board and are not eligible for Club awards or financial assistance. Basic Skills Members may only compete at the Basic Skills Levels of competitions.
- G. Partial-Year Membership: Partial-Year Membership is applicable after January 1 of the membership year beginning July 1, and is for new FCFSC members only. Partial-Year Members shall have reduced benefits and responsibilities, but shall have full voting rights, social opportunities, and test opportunities for the remainder of the membership year.
- H. Supportive Membership: Supportive Members are supportive, non-skating members of the Club. Supportive Members are not eligible for benefits except that members will be listed in the Club directory, included on mailing lists for newsletters, seminars and receive club emails. Supportive members have no voting rights and cannot run for the Board.

**Section 2: APPLICATION FOR MEMBERSHIP:**

- A. Each candidate for membership (except Supportive Membership) must make an application with USFS. The application shall state name, date of birth (optional for Senior Members), address, and includes an agreement to comply with the Bylaws, the Code of Conduct and the Volunteer Policy. All applications in compliance with the foregoing requirements shall be considered accepted upon receipt of the appropriate dues.

**Section 3: DUES AND CLUB MEMBERSHIP YEAR:**

- A. The Club membership year shall be defined as beginning July 1, of each year and continuing through June 30, of the next year in accordance with rules set by the US Figure Skating. Annual dues shall be established by the Board of Directors. All annual dues shall be payable on application. The full amount of the annual dues shall be paid for all or any portion of the Club membership year, except in the case of a ½ year prorated membership (Partial Year Membership).

**Section 4: LATE DUES AND OTHER INDEBTEDNESS:**

- A. Late payment of the annual dues may be defined as a failure by a Club Member to pay on or before the due date. The Board may drop from the Club membership roll the name of any Club Member who is late in paying annual dues. The Board may establish a penalty fee for late dues. A Member who is late in payment of the annual dues may be reinstated to the Club membership roll upon payment of the annual dues and associated penalty fee. A new applicant for membership or former Club Member who has been off the Club membership roll the previous 18 months shall not be required to pay the penalty fee. A Member may be dropped from the Club membership roll because annual dues or other indebtedness have not been paid, shall not be eligible to vote, be a Director, hold office, or be tested or compete as member of the Club.

**Section 5: BOARD APPROVAL FOR COMPETITION OR EXHIBITION:**

- A. No Member or Members of the Club shall make entry in the name of the Club in competition or exhibition except with the signature of a Club officer or Board designee.

**Section 6: GUESTS:**

- A. Prospective members and other guests shall be allowed use of the facilities upon approval of the Chairman of Club Ice or a member of the Board of Directors. Said person may be charged a reasonable fee for the use of the facilities.

**Section 7: RESPONSIBILITY FOR GUESTS:**

- A. Members shall be responsible for the payment of guest fees of all persons admitted to the Club's property/events at their request and for the conduct of said guests. Guests will abide by the Code of Conduct and shall sign a waiver of liability before the use of the facilities.

**Section 8: DUES AND CLUB SEASON:**

- A. The Club season shall be defined as beginning July 1 of each year and continuing to June 30 of the next year. All annual dues shall be payable on application and considered in arrears after July 31 for the ensuing year unless otherwise provided by the Board of Directors.

**Section 9: FISCAL/MEMBERSHIP YEAR:**

- A. The fiscal year of the Club shall begin on January 1 and end on December 31st. The membership year of the Club shall begin on July 1 and end on June 30<sup>th</sup>.

## **ARTICLE IV: CLUB MEETINGS**

### **Section 1: REGULAR ANNUAL MEETINGS:**

- A. There shall be one (1) regular Club Membership meeting each Club Season referred to as the “Annual Membership Meeting.” The meeting shall be held in the spring. The Meeting shall be for the purpose of election of members to the Board of Directors due to expiration of terms or other vacancy, providing reports from committees and conducting other business of the Club. All regular meetings shall allow transaction of business as may properly come before the Board.

### **Section 2: SPECIAL MEETINGS:**

- A. The Corresponding Secretary shall call Special Meetings at the direction of the President or upon written request of twenty percent (20%) of the Senior members in good standing. No business shall be transacted at a Special Meeting except that which notice has been given of 7 days.

### **Section 3: QUORUM:**

- A. Twenty percent (20%) of all voting Senior members in good standing shall constitute a quorum for the transaction of business.

### **Section 4: NOTICES:**

- B. Notices of the Annual Meeting shall be prepared by the Recording Secretary and mailed or emailed by the Corresponding Secretary to every voting member at least ten (10) days in advance thereof, and/or shall be posted by the Recording Secretary for the same length of time on the Club bulletin board and website.

### **Sections 5: ABSENTEE BALLOTS:**

- C. Any member in good standing may vote by absentee ballot for candidates to the Board of Directors. Absentee ballots must be requested from the Board designee at least seven (7) days prior to the meeting at which elections will be held and submitted to the Election Committee prior to this meeting.

### **Section 6: RULES OF ORDER:**

- A. At Annual and Special Meetings, the following order of business shall be observed:
- Roll Call via check in procedure
  - Reading of the Minutes of Previous Annual Meeting
  - Reports of Officers
  - Reports of Committees
  - Elections of Officers
  - Unfinished Business
  - New Business
  - Set Date of next Annual Meeting if known and agreed upon
  - Adjournment

- B. All questions of parliamentary practice not herein provided for shall be determined in accordance with Robert’s Rules of Order current edition.
- C. Votes by proxy will be accepted by members in good standing having been given to a Senior Home Club Member and presented prior to the meeting to the Election Committee designee and verified.

## **ARTICLE V: BOARD OF DIRECTORS**

### **Section 1: NUMBER OF MEMBERS**

A. There shall be a Board of Directors composed of twelve (12) Senior Members.

### **Section 2: QUALIFICATIONS:**

A. Any candidate for the Board of Directors shall be a Senior Member in good standing. A maximum of two (2) Professional Members may serve as a Director. An additional professional member may serve as a liaison to the professional staff, but will not vote. Members of the immediate family and/or residents of the same household as a present Board Member may not serve concurrent terms on the Board of Directors. Any candidate for election to the BOD must have been a member of the Club for a minimum of six (6) months prior to the election date.

### **Section 3: TERM OF OFFICE:**

A. Directors shall be elected for three (3) year terms and shall hold office until their successors are elected and qualify. The number of directors to be elected at each Annual Meeting shall correspond to the number of directors whose terms expire in that year. At the same meeting, any vacancy occurring on the BOD during the preceding year shall be filled by electing a director for the unexpired term. Four (4) members will be elected each year at the Annual Membership Meeting.

### **Section 4: METHOD OF ELECTION OF BOARD OF DIRECTORS:**

- A. No more than ninety (90) and no less than thirty (30) days before the Annual Meeting, the Board of Directors shall appoint a Election Committee consisting of no more than three (3) Senior Members, none of which may presently be a Director. This committee shall be responsible for seeking qualified candidates to run for election to the Board of Directors at the Annual Membership Meeting.
- B. The names of the candidates shall be included in the notice of the Annual Membership Meeting which shall be mailed or emailed to all voting members and posted at least ten (10) days prior to said meeting. Candidates, with their approval, may also be nominated from the floor. If a proposed candidate is not present at the Annual Meeting, a written statement signifying their willingness to run must be presented to the Recording Secretary prior to the start of the meeting.
- C. The voting membership at each Annual Meeting shall, by majority vote, elect members to the Board of Directors. Each Senior Member shall be entitled to cast as many votes as there may be Directors to be selected, but may not cast more than one (1) vote for any one (1) candidate. Votes shall be by secret ballot and shall be tabulated by the Election Committee. The candidates receiving the greatest number of votes shall be declared elected and the Election Committee shall publish and certify the results of such election.

- D. Votes by absentee ballot must be presented to the Recording Secretary no less than 24 hours prior to the meeting and for votes by proxy must be presented to and verified by the Recording Secretary and/or the Election Committee prior to the start of the meeting and will be counted for Senior members in good standing.

**Section 5: APPOINTMENT AND REMOVAL OF DIRECTORS:**

A. If a Directorship becomes vacant, the Board of Directors shall appoint a Senior Club Member to serve as a Director until the next election. Any Director may be removed from office by a two-thirds (2/3) majority vote of all the remaining Directors for conduct detrimental to the interest of the Club, for refusal to render reasonable assistance in carrying out the Club's purposes, or for excessive absences from Board Meetings, or breaches to the Code of Conduct. The BOD reserves the right to appoint a temporary Director to serve during an extended excused absence of any Director.

**Section 6: INDEMNIFICATION:**

A. The Club shall indemnify any Director, Officer or agent of the Club to the fullest extent permitted by the Nonprofit Law and any other applicable laws of the State of Colorado if:

1. such person conducted himself or herself in good faith,
2. such person reasonably believed:
  - a. in the case of a director acting in his or her official capacity, that his or her conduct was in the Club's best interests, or
  - b. in all other cases, that such person's conduct was at least not opposed to the Club's best interests, and
3. in the case of any criminal proceeding, such party had no reasonable cause to believe his or her conduct was unlawful.

B. Club may not indemnify a person either:

1. in connection with a proceeding by the Club in which the person is or has been adjudged liable for gross negligence or willful misconduct in the performance of the person's duty to the Club or,
2. in connection with any proceeding charging improper personal benefit to the person, whether or not involving action in the person's official capacity, in which the person was adjudged liable on the basis that personal benefit was improperly received by the person (even if the Club was not thereby damaged). Any indemnification under this Article (unless ordered by a court) shall be made by the Club only if authorized in the specific case after a determination has been made that the person is eligible for indemnification in the circumstances because the person has met the applicable standard of conduct set forth in this Article and after an evaluation has been made as to the reasonableness of the expenses. Any such determination, evaluation and authorization shall be made by the Board of Directors by a majority vote of a quorum of the Board, which quorum shall consist of directors not parties to the subject proceeding, or by such other person or body as permitted by law.



## **ARTICLE VI: POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

### **Section 1: MEETINGS:**

- A. The BOD shall meet at least once a month. The dates of such meetings shall be decided at the prior meeting of the Board or by the President.
- B. Any six (6) members of the Board of Directors may call a meeting upon seven (7) days notice to all members of the BOD. The notice shall state the date of the meeting and the purpose for which the meeting has been called. Discussion and action shall be limited to the stated purpose of the meeting.
- C. When time is considered of the essence, the BOD may choose to distribute information, hold discussion, and vote by email and/or telephone in the same manner as regularly conducted meetings. Any six (6) BOD members may request that the email information, discussion and ensuing vote be postponed to the next regularly schedule meeting or request that a special meeting (with seven (7) days notice to all BOD members) be held to discuss the issue.
- D. The BOD shall have the option to approve minutes from the BOD meetings by email sent to each Board Member no less that seven (7) prior to the subsequent BOD Meeting.

### **Section 2: QUORUM:**

- A. Seven (7) members shall constitute a quorum for a BOD meeting.

### **Section 3: AUTHORITY:**

- A. The BOD shall have the sole authority in the establishment of managerial policy, approval of financial expenditures in excess of seventy-five (\$75.00) dollars and general control of all Club property.

### **Section 4: RULES:**

- A. The BOD shall make such rules as it deems proper respecting the use of the Club's property, prescribe rules for admission of non-members, fix penalties for offenses against the rules or Code of Conduct and make rules for government of the committees appointed by them.

### **Section 5: OFFICERS:**

- A. The BOD shall have the power to elect and remove officers of the Club.

### **Section 6: AUDITS:**

- A. The BOD may audit the records of the Recording Secretary, Corresponding Secretary, Treasurer and Committees, or may have such records audited by an independent professional.

### **Section 7: INDEBTEDNESS:**

- A. The BOD shall have the power to limit the indebtedness to the club of a member.

### **Section 8: SUSPEND OR EXPEL:**

- A. The BOD shall have the power to suspend or expel any member for violation of the Bylaws which it shall deem as improper, but no member shall be expelled or suspended for more than thirty (30) days without a hearing.

**Section 9: READMISSION TO MEMBERSHIP:**

A. The BOD may readmit to membership any former member expelled by it.

**Section 10: ANNUAL DUES AND FEES:**

A. The BOD shall establish all fees and terms for annual dues, fees and assessments.

**Section 11: STANDING COMMITTEES:**

A. The BOD shall appoint all Standing Committees and such other committees as it shall deem appropriate with full authority over them. (See Article IX).

**Section 12: US FIGURE SKATING DELEGATE:**

A. The BOD shall elect a Delegate(s) to US Figure Skating. The Club Secretary shall inform US Figure Skating Headquarters according to procedure set forth by US Figures Skating, the name of the Delegate(s) elected. Said Delegate(s) may attend the US Figure Skating Governing Council Meetings either in person or by proxy. The BOD may, as it sees fit, pay the traveling expenses of the Delegate(s) to such meetings.

**Section 13: EXPENDITURES AND REVENUE:**

A. The BOD shall approve a program of anticipated expenditures for the coming year together with the proposals of sources of revenue to meet same.

**Section 14: MILE HIGH FIGURE SKATING ASSOCIATION OF CLUBS:**

A. The BOD shall elect two (2) representatives from the Senior Membership each year. They shall attend, when possible, all Mile High Figure Skating Association meetings and report back to the BOD at the next regularly scheduled meeting. Expenses connected with attending these meetings should first be approved by the BOD.

**Section 15: DISBURSEMENT OF FUNDS:**

A. The BOD shall review applications for Financial Hardship, Awards and Financial Assistance and approve the disbursement of funds as they deem appropriate according to need, availability of funds and past precedent set.

**Section 16: VOLUNTEER WORK:**

A. The BOD shall establish a volunteer policy to solicit support from members to accomplish the purposes of the Club.

**ARTICLE VII:  
OFFICERS**

**Section 1: OFFICERS:**

A. The officers shall be President, First and Second Vice Presidents, Recording Secretary, Treasurer, and Corresponding Secretary.

**Section 2: QUALIFICATIONS, TERM OF OFFICE AND ELECTION:**

A. All Officers shall be current members of the BOD. The Officers shall be elected by the BOD at their first regular meeting subsequent to the Annual Membership Meeting and shall hold office for one (1) year or until such time as a successor is elected by the BOD. The office of President must be filled by a Director who has served at least one (1) full year on the current BOD.

**Section 3: DUTIES OF OFFICERS:**

A. Duties of the President: It shall be the duty of the President to preside at all meetings of the Club and of the BOD. The President shall have the entire supervision and management of the Club's property subject to action by the BOD. The President may be empowered by the BOD to suspend any member for violating the Bylaws or breach of the Code of Conduct. The President shall also have the power to call Special Meetings and may also act as an ex-officio member of all committees. The President shall have the power to approve any expenditure of the Club not in excess of seventy-five (\$75.00) dollars. The President, together with one other officer, shall sign all agreements and contracts made by the Club, upon approval of the BOD. At the request of the BOD, when completion of the term of President coincides with the expiration of the term of directorship, the outgoing President may serve as an ex-officio member of the BOD for 6 months after the expiration of term.

B. Duties of the First and Second Vice-Presidents: It shall be the duty of the Vice Presidents to assist the President in the discharge of his or her duties and in their order perform the duties of the President in the President's absence, inability or refusal to act. In addition it will be encouraged that the First Vice President be interested in being elected to the office of President when vacated.

C. 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 render a written report when requested by the President of BOD. The Treasurer shall be responsible for budgeting the assets of the Club. Disbursements shall be made only upon vouchers approved by the BOD. The funds shall be deposited in the name of the Club in a bank approved by the BOD or in securities approved by the BOD. All disbursements over seventy-five (\$75.00) dollars shall be approved by the BOD and signed by the Treasurer and one other designated Officer or member of the BOD. The term of Board Treasurer will be limited to two years, with the provision for the ex-officio Treasurer to train the incoming Treasurer as deemed necessary by the BOD.

D. Duties of the Recording Secretary: It shall be the duty of the Recording Secretary to keep Minutes of the Club Meetings and of the BOD Meetings. The Recording Secretary shall be responsible for posting approved minutes and other information on the Club bulletin board, keeping track (or appoint a member to track) volunteer hours; and preparing meeting announcements for Club Meetings and other Club activities.

E. Duties of the Corresponding Secretary: It shall be the duty of the Corresponding Secretary to maintain current mailing lists of all Club members and mail or email Club meeting notices, newsletters and other communication to other Club members. The Corresponding Secretary will prepare (or appoint a member) to prepare the Club Directory and send necessary correspondence to Club members and US Figure Skating as directed by the BOD. The Corresponding Secretary will be responsible for making arrangements for meeting rooms for club and BOD meetings.

## **ARTICLE VIII: GRIEVANCES**

### **Section 1: MEMBERS:**

A. Any member or members having a complaint against another member for an infraction of any By Law or breach of the Code of Conduct, or general rules of the Club, may report the same in writing to the BOD. Such complaint shall set forth the facts of the case, together with the names and signatures of witnesses (if any.) After receiving such complaint, a meeting of the BOD and the Grievance Committee shall be held within thirty (30) days to investigate same and a copy of the complaint shall be mailed to the respondent of the complaint at least fifteen (15) days prior to the meeting. The complainant and the respondent may be heard with their witnesses at the meeting. The BOD shall report action taken in writing to the parties within seven (7) days of the meeting. An appeal of the decision of the BOD may be taken to the Senior Club Membership by serving a written notice of such an appeal on the Corresponding Secretary with seven (7) days of the receipt of the BOD report. A Special Meeting of the membership shall be called within thirty (30) days for consideration of the case. Two-thirds of the Senior Members present shall be necessary to reverse any decision made by the Board. The vote shall be taken by secret ballot and counted in the presence of 2 non board members and 2 board members. Absentee ballots and proxies will not be counted as the vote should represent evaluation of the discussion at the meeting.

### **Section 2: DIRECTORS:**

A. The membership may remove a Director at any meeting of the members called for such purpose. The Board Member shall be provided a copy of the charges against him or her at least ten (10) days in advance of such meeting. The Board Member shall be given the opportunity at the meeting to defend him/herself against the charges. A vote by ballot shall be taken and the vote of two-thirds majority of the Senior Members present shall be required for removal of any director. The vote shall be taken by secret ballot and counted in the presence of 2 non board members and 2 board members. Absentee ballots and proxies will not be counted as the vote should represent evaluation of the discussion at the meeting.

## **ARTICLE IX: STANDING COMMITTEES**

### **Section 1: NAMES OF STANDING COMMITTEES:**

A. Each committee shall appoint a liaison to the BOD to be available to attend portions of the BOD meetings and communicate the activities of the committee and obtain approval from the BOD for such activities.

1. Rink Relations
2. Bylaws
3. Election
4. Fund Raising (Sub-Committees):
  - Synchronizing Skating Fundraising
  - High School Team Competition Fundraising
  - Competitions Host Fundraising
  - General Membership Fundraising
5. Social
6. Membership
7. Public Relations
8. Club Ice Programming
9. Tests
10. Competitions
11. Exhibitions
12. Historical
13. Strategic Planning
14. Continuing Education
15. Sanctions
16. Grievance
17. Website
18. Synchronized Skating Steering

### **Section 2: COMMITTEE MEMBERS:**

A. Each committee Chairman shall be a Senior Member of the Club appointed by the BOD. The Chairman shall appoint other members of the committee as he or she shall deem necessary or desirable. The President may be an ex-officio of each committee.

### **Section 3: LIMITATIONS ON CHAIRING OF STANDING COMMITTEES:**

A. No member shall chair more than two (2) Standing Committees except in cases of urgency and the appointment shall be reviewed and approved by the BOD prior to the first meeting with such member as chairman. A co-chair is considered a chair for these purposes. This exclusion does not exclude a member from being a member of more than two (2) committees.

**Section 4: DUTIES AND RESPONSIBILITIES:**

A. Committee proposals (including a statement of financial impact) shall be reviewed and approved by the BOD before being presented to the general membership. Committee shall also submit a post-event report within 60 days of the event to the BOD for review and record keeping purposes. Members must be 18 years of age or older and a Senior Home Club Member to chair a committee or a sub-committee.

1. Rink Relations: Shall consist of three (3) or more members that shall act as the Club's representative in dealing with the ice arena management. This committee should include President, Club Ice Chair, Competitions Chair and Test Chair.
2. Bylaws: Shall consist of three (3) or more members that shall review Bylaws and make proposals for changes, subject to approval by the BOD, to be presented and decided on by the general membership.
3. Election: Such duties as are set forth in Article IV, Section 4.
4. Fund Raising: Shall consist of a chair and a member from each sub-committee to plan and manage fund raising projects and to recommend distribution of funds with the legal limits and guidelines of the Club's tax exempt status. All fundraising proposals shall be presented the BOD for approval prior to the commencement of any such activity and a report shall be presented to the BOD at the culmination of any such activity. The chairman of each Fundraising Subcommittee will be a member of the Fund Raising (main) Committee.
  - a) Synchronized Skating Fundraising Sub Committee: Shall consist of one (1) or more members who shall be appointed by the Synchronized Skating Steering Committee (SSSC) after being nominated and voted on by the synchronized team skating members. The primary objective of the Synchronized Skating Fundraising Sub Committee is to develop a fundraising plan for the synchronized skating program in order to meet its financial objectives for team expenses. All fundraising initiatives and plans will be reviewed and approved by the FCFSC Fundraising Chair and FCFSC BOD.
  - b) High School Team Competition Fundraising Sub Committee: Shall consist of one (1) or more members to plan and manage raising funds to be used for the High School Team Competition.
  - c) Competitions Host Fundraising Sub Committee: Shall consist of one (1) or more members to plan and manage raising funds to apply towards the Club hosting competitions.
  - d) General Membership Fundraising Sub Committee: Shall consist of one (1) or more members to plan and manage raising funds to be used for the benefit of the general membership.
5. Social: Shall consist of one (1) or more members that shall plan and manage social functions and make such other provisions for hospitality as the BOD may direct.

6. Membership: Shall consist of one (1) or more members that shall review, submit and distribute applications for membership and keep an active roll of members.
7. Public Relations: Shall consist of one (1) or more members that shall plan and manage publicity and promotion of the Club. This committee shall be responsible for submitting articles to “Skating” magazine, providing competition results and news about members to local news sources, and publishing the Club newsletter, and working with the Club Website Committee.
8. Club Ice Programming: Shall consist of one (1) or more members that shall plan and manage club ice sessions.
9. Tests: Shall consist of one (1) or more members that shall plan and manage test sessions by administering US Figure Skating tests which includes, but is not limited to, setting dates, arranging for ice time, obtaining approved US Figure Skating judges for the tests, compiling the results and keeping appropriate records.
10. Competitions: Shall consist of one (1) or more members that shall plan and manage all Club and Inter-Club competitions and all aspects thereof. All competition committee business will be reviewed and approved by the BOD prior being implemented.
11. Exhibition: Shall consist of one (1) or more members appointed by the BOD for the purpose of organizing and carrying out an exhibition, and such committee shall plan and manage for the exhibition for which it is organized. It shall make rules and regulations for the conduct of members involved in such exhibition as it deems necessary; such rules and regulations shall be submitted to the BOD for approval and then posted on the Club Bulletin Board at least ten (10) days prior to the rehearsals commencing. Said rules and regulations shall specify the eligibility requirements for entering and participating in the exhibition, and the committee shall have final decisions as to persons eligible to enter and participate under the rules and regulations adopted and approved.
12. Historical: Shall consist of one (1) or more members who shall maintain an historical record of the Club and its activities. It shall maintain a Club scrapbook and shall have charge of the collection, maintenance, and preservation of all documents, records, and other items that may be of historical interest to the Club.
13. Strategic Planning: Shall consist of one (1) or more members who shall meet and outline 1 year, 3 year, and 5 year goals for the Club and strategies to meet these goals. Goals shall be reviewed and approved by the BOD before being presented to the general membership. Shall assist the BOD in the creation and maintenance of the Club Mission Statement and routinely evaluate the attainment of the goals set for by the committee.
14. Continuing Education: Shall consist of one (1) or more members who shall plan and manage continuing educational opportunities for the Club members. Such continuing educational opportunities and programs shall be reviewed and approved by the BOD before being presented to the general membership.

15. Sanctions: Shall consist of one (1) or more members who shall obtain all sanctions for Club purposes. All sanctions requests will be approved by the BOD prior to being sent to the US Figure Skating for approval.
16. Grievance: Shall consist of no more than three (3) Senior Members of the membership appointed by the BOD in such case that a grievance is filed with the BOD in accordance with ARTICLE 8 SECTION 1.
17. Website: Shall consist of one (1) or more members who shall assemble Club related information, establish and maintain the Club website. All additions to the website will be approved by the BOD before they are posted. Shall design the website, layout, and content of the website.
18. Synchronized Skating Steering: Shall consist of current synchronized skating team members/FCFSC Senior members and will consist of a Chairperson, who will be appointed by the FCFSC BOD after nominations are received from the synchronized skating team program. The chairperson will be appointed annually following the team tryouts and formation of the teams. The FCFSC BOD will appoint a non-voting FCFSC board liaison who may be the chairperson or a designee.

The committee will be made up of positions to include, but not limited to: coaches, team managers/assistant managers, treasurer, secretary and fundraising coordinator (who will be designated as the Synchronized Skating Fundraising Sub Committee Chairman). These positions will be nominated and voted in by the Synchronized Skating Team Members/Senior Members.

The planning and direction of the teams shall be done by the City of Fort Collins Synchronized Skating Staff. All on-ice decisions, program implementation, skater placement and team(s) level shall be the responsibility of the coaches.

#### **Section 5: JUNIOR BOARD OF DIRECTORS:**

A. When in existence, a Junior Board of Directors may be used as an advisory voice from the Junior Membership. The JB shall be under the supervision of the BOD, and engage in special activities as needed during each year. One elected member from the JB shall represent the JB at the BOD Meetings.

## **ARTICLE X: AMENDMENTS**

#### **Section 1: AMENDMENTS:**

A. These Bylaws may be amended by an affirmative vote of two-thirds of the Senior Membership present at any Annual or Special Meeting of the members provided such amendment shall have been mailed or emailed to each Senior Member of the Club at least ten (10) days prior to the meeting at which said proposed amendment is to be considered.



## **ARTICLE XI: DISSOLUTION**

### **Section 1: METHOD OF APPROVAL:**

A. Upon the recommendation of a majority of the BOD to dissolve the Club, a Special Membership Meeting shall be called and a final approval by two-thirds of the Senior Membership present shall be required.

### **Section 2: LIQUIDATION OF ASSETS:**

A. In the event of the dissolution of the FCFSC, the BOD is empowered to act as trustees and supervise the liquidation of the Club's assets.

### **Section 3: DISTRIBUTION OF ASSETS:**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Any and all remaining assets of the Club after liquidation shall be donated to the USFS (United States Figure Skating) Memorial Fund, a 501(c)(3) organization. If the USFS Memorial Fund is no longer in existence at time of dissolution, then United States Figure Skating, a 501(c)(3) organization, shall be awarded all of the assets so as to insure permanent dedication of the assets for the exempt purposes stated in Article II of the Club's bylaws. If neither of the above organizations is in existence at the time of dissolution of the FCFSC, all remaining assets of the Club shall be donated to the City of Fort Collins (Fort Collins, Colorado). Further, if the remaining assets of the Club are to be donated to the City of Fort Collins, to the extent permitted by law and the City of Fort Collins, the remaining assets of the Club shall be directed to entities within the City of Fort Collins that would support the sport of figure skating, such as the Edora Ice and Pool Center and the City of Fort Collins Recreation Department.

## **ARTICLE XII MISCELLANEOUS**

### **Section 1: RECORDS**

A. The Club shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all actions taken by the members or Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of members, the Board of Directors or any committee. The Club shall also maintain the following records:

- 1) appropriate accounting records;
- 2) its Articles of Incorporation and Bylaws;
- 3) Board resolutions relating to the characteristics, qualifications, rights, limitations and obligations of members or any class or category of members, if any
- 4) a list of the names and business or home addresses of its current Directors and Officers;
- 5) a copy of its most recent corporate report delivered to the State;

- 6) a record of its members which permits preparation of a list of the name and address of all members in alphabetical order and, if applicable, by class which shows the number of votes each member is entitled to cast;
- 7) all written communications within the past three (3) years to the general membership; and
- 8) all financial statements prepared for periods during the last three (3) years that a member of the Club could have requested under the State law of Colorado.

## **Section 2: INSPECTION AND COPYING OF CLUB RECORDS**

A. Upon written demand delivered at least five (5) business days before the date on which a voting member wishes to inspect any of the Club records identified in Section 10.1 of this Article, a member, their agent or attorney is entitled to inspect such records at a mutually agreed upon appointed time. If parties cannot agree to a time, the Board of Directors or a duly authorized representative thereof shall set a time to make such records available during regular business hours. The Club shall make any documents available for copying that are required to be available under applicable Colorado law. The club may further make available certain other documents for copying at the discretion of the Board of Directors. The Club may impose a reasonable charge for copies of documents. Such charge shall be determined by the treasurer, or a duly authorized representative thereof, for the estimated cost of production and reproduction of the records. An estimate of such charge shall be provided prior to copying of the records and the final charge shall not exceed the estimated amount. A member may also inspect any other records at a reasonable location specified by the Club upon the same terms and conditions set forth above. Members entitled to inspect these other records must also meet the following requirements:

- 1) the member must have been a member at least three (3) months immediately preceding the demand;
- 2) the demand must be made in good faith and for a proper purpose;
- 3) the member must describe with reasonable particularity the purpose and the records the member desires to inspect; and
- 4) the records must be directly connected with the described purpose as determined by the Board of Directors or a duly appointed representative thereof. The rights set forth herein may not be abolished or limited by the Articles of Incorporation or these Bylaws.
- 5) the member must hold information contained in the records in confidence, except information that is publicly known without benefit of disclosure by the member or information which the Club has represented to the member may be disclosed publicly.

## **Section 3: LIMITATIONS ON USE OF MEMBERSHIP LIST**

A. Unless the Board of Directors gives its consent, the Club's membership list or any part thereof may not be:

- 1) obtained or used by any person for any purpose unrelated to a member's interest as a member;

- 2) used to solicit money or property unless such money or property will be used to solicit the votes of the members in an election by the corporation;
- 3) used for any commercial purpose;
- 4) or to allow solicitation of donations or products by the club for general fundraising purposes.
- 5) sold to or purchased by any person.

**Section 4: FINANCIAL STATEMENTS**

- A. Upon the written request of any voting member, the Club shall mail to such member its most recent annual financial statements, if any, and its most recently published financial statements, if any, showing in reasonable detail its assets and liabilities and results of its operations. The Club may impose reasonable charges for this request, to be determined by the treasurer.

**Section 5: CONVEYANCES AND ENCUMBRANCES**

- A. Property of the Club may be assigned, conveyed or encumbered by such Officers of the Club as may be authorized to do so by the Board of Directors, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the Club shall be authorized only in the manner prescribed by applicable statute.

**Section 7: SEVERABILITY**

- A. The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event any provision is held invalid these Bylaws shall be construed in all respects as if such invalid provision were omitted.

**ARTICLE XIII**

**Section 1: REVOCATION**

- A. The forgoing Bylaws constitute the complete Bylaws of the Club as of the date of their adoption and any Bylaws heretofore in existence are hereby revoked.