



By-Laws of Port Credit Figure Skating Club

Skate Canada Club No. 1000461
Ontario Corporation Number 000146794
Date of Incorporation February 8, 1966
Approved November 15, 2021

BY-LAWS

1. GENERAL

- 1.1. The Name of the Club shall be the Port Credit Figure Skating Club, hereinafter called the Club.
- 1.2. The club shall be a member of Skate Canada and shall pay such fees and such charges as shall be required of clubs by Skate Canada.
- 1.3. The club is located in the Skate Ontario Section of Skate Canada.
- 1.4. 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 and policies of Skate Canada.
- 1.5. 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.
- 1.6. 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.
- 1.7. The club shall encourage an atmosphere of “esprit de corps” within the confines of the club, wherein goodwill may prevail among and between members, skaters, and professionals, et al, at all times.
- 1.8. The club shall restrict operations to The City of Mississauga and all members must adhere to a residency policy within the aforementioned City.
- 1.9. These by-laws 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.
- 1.10. The rules and regulations of Skate Canada and those of the sections in which the club operates shall take precedence over any club by-law.
- 1.11. Any by-law contrary to the rules 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.

2. MEMBERSHIP

- 2.1. Membership in the club shall be open to all, irrespective of race, ancestry, place of origin, colour, ethnic



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origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or the receipt of public assistance.

- 2.2. All members shall uphold and conform to the rules 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.
- 2.3. The membership year of the Club will be September 1st to August 31st unless otherwise determined by the Board.

3. CLASSIFICATION.

- 3.1. The class of membership, eligibility and privileges shall be as follows:

- (a) **INDIVIDUAL MEMBERSHIP**

Non-skating members who have paid the fees set by the club and are associate members of Skate Canada. Individual members of legal age shall be entitled to one vote.

- (b) **ACTIVE MEMBERSHIP**

All eligible skaters who have paid the fees as set forth by the club and are associate members of Skate Canada. All active members of the legal age of 18 have one vote each.

- (c) **SPECIAL MEMBERSHIP**

Parent or guardian of legally underage Active Members who have paid the fees as set forth by the club and are associate members of Skate Canada. Voting is limited to one vote per family.

- (d) **HONORARY MEMBERSHIP**

The annual meeting of members may elect any person an honorary member of the club. An honorary member may be exempt from dues and shall not have interests in the assets of the club, honorary members shall be entitled to one vote.

4. FEES

- 4.1. To be considered in good standing, all members of the club must pay, within the time limits shown, such club fees as stipulated by the Board of Directors. Annual fees shall be due and payable, in part or in full, upon the date(s) specified by the Board of Directors.
- 4.2. Members in arrears will not be permitted to take part in any club activity, such as tests, Club Competition or the Carnival. If any arrears are not paid within 30 days of the date set for payment, such members shall be considered as having terminated their membership.
- 4.3. Fees, skating rules and skating hours shall be as the Board of Directors decides from time to time, who shall be guided by variables that may exist between skating schedules allocated to the various levels. Club membership shall commence on the first day of Skate Canada Skating Year, 1, September, or the date that the fees are paid (whichever is the latter) and terminate on the last day of Skate Canada year, 31, August.
- 4.4. All members shall complete and sign the Club's Registration Process. Completion of the process signifies the acceptance of all responsibilities and requirements of membership, including the waiver of



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Club liability.

- 4.5. The Board of Directors, subject to prevailing limitations provided for in by-law 5, shall consider all applications on the basis of their individual merits in keeping with the spirit of the purpose of the club.

5. LIMITATIONS

- 5.1. To avoid overcrowding, the membership of the club shall, without exception, be limited to such manageable levels as the Board of Directors may decide.

6. TERMINATION OF MEMBERSHIP

- 6.1. 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 to the individual a written explanation for the termination of membership on request.

7. RULES

- 7.1. All members shall observe and conform to the rules and regulations as prescribed in these By-Laws or as otherwise determined by the Board.
- 7.2. Any member has the right to question and/or challenge any Board ruling which, in his or her opinion, contravenes or conflicts with the Club's By-Laws. Such questions and or challenges must be submitted in writing citing the specific contravention of the By-law. The Board of Directors has the responsibility to respond accordingly.
- 7.3. Members booking private or semi-private lessons shall have the right to retain the professional of their choice, or, at their discretion, to change to another professional who is under contract with the Port Credit Figure Skating Club, at any time.

8. LIABILITY

- 8.1. 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; and further, every member, guest or visitor shall use the club facilities at his or her own risk. The club shall participate in the Skate Canada Liability Insurance program.

9. BOARD OF DIRECTORS

- 9.1. The general management of the club shall be vested in the Board of Directors consisting of at least seven elected Directors.
- 9.2. At least one member of the Board shall be a certified professional coach or registered skating coach with the full rights to speak and vote at meetings of the Board.
- 9.3. A majority of the Board of Directors shall be Canadian citizens within the meaning of the Canadian Citizenship Act.
- 9.4. The General Membership shall elect up to sixteen persons to serve on the Board of Directors. The



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elected Board will then, in closed session, elect the President and other officers from within its membership.

- 9.5. Any member in good standing shall have the right to be elected to office by the majority of members attending the annual general meeting (except that a husband and wife or two members from the same family shall not be permitted to hold signing office at the same time) provided they meet the following criteria:
- (a) They are in good standing
 - (b) They have been a club member for at least three months prior to the AGM
 - (c) The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected.

10. BOARD OF DIRECTORS RESPONSIBILITIES

10.1. Every Director will:

- (a) Act honestly and in good faith with a view to the best interests of the Club; and
- (b) Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

10.2. The Board of Directors shall be responsible for and have commensurate authority to administer the affairs of the Club on behalf of the membership, and shall be accountable to the membership for the fulfillment of their function in accordance with the By-Laws as herein set out. The Board of Directors shall have the responsibility of ratifying any actions taken by the Executive Committee. Any Board member not fulfilling his or her duties as assigned may, by a two-thirds majority vote of the Board members, be removed from office.

Similarly, if any Board member misses three consecutive Board meetings, without valid reason(s) and without prior notification to the President or Secretary, then that office may be declared vacant by a majority of the Board of Directors. Casual vacancies occurring in the Board of Directors may be filled by members in good standing appointed through a majority vote of the Board of Directors. Such appointment shall be pro tem until the next Annual election.

11. EXECUTIVE COMMITTEE

11.1. The Executive Committee shall be elected by a majority of Board of Directors, and such committee shall consist of:

- (a) President
- (b) Vice-President Administration
- (c) Vice-President Technical
- (d) Secretary
- (e) Treasurer

12. DUTIES AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE

12.1. **PRESIDENT**



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- (a) The President shall act as chairman of all Board and Annual General Meetings. In his/her absence, this duty will be filled by the Vice-President-Technical or in his/her absence Vice-President Administration.
 - (b) The President shall be an ex-officio member of all committees.
 - (c) The President shall appoint standing committee chairmen who shall look after duties assigned to them.
 - (d) The President shall represent the Club and be its official spokesman on all matters pertaining to the Club.
 - (e) The President shall maintain a strict adherence to the Club's By- Laws and, in general, promote sound leadership, good management, and effective communication.
 - (f) A quorum of the Board of Directors shall consist of half the members of the Board of Directors, including the Chairman.
- 12.2. VICE-PRESIDENT ADMINISTRATION AND/OR VICE-PRESIDENT TECHNICAL
- (a) In the absence of the President, either Vice-President shall substitute and undertake any other duties that may be delegated by the President or the Board of Directors.
- 12.3. SECRETARY
- (a) The Secretary shall deal with all correspondence subject to the approval of the President or his delegate, shall issue all notices for board or general meetings, shall take minutes, and shall be responsible for submitting to Skate Canada and section, such reports as are required by Skate Canada Rules and Regulations. Minutes of board meetings are to be available to all Board Members prior to the next scheduled Board Meeting.
- 12.4. TREASURER
- (a) The Treasurer shall be responsible for the safe control of all Club funds. To administer the Club's finances and to ensure that all revenues and disbursements of funds are properly accounted for and adequately recorded. To prepare the required semi-annual reports, which shall include: an interim report for the AGM, and a fiscal year end (June 30) report for the October meeting; to have such reports certified by the President and the two Vice-Presidents and to present to the Board for their approval prior to submission to the membership. To prepare such other reports for the Board as may be requested by the President. In general, to provide guidance and assistance to the Board members on all the financial aspects of the Club's activities.
13. FUNDS
- 13.1. All club revenues shall be deposited by the Treasurer in such bank(s) as may be designated by the Board of Directors. The disbursement of club funds shall be by cheque or other auditable document and shall require two signatures of the Treasurer, President, Vice-President Administration, Vice-President Technical or Secretary.
- 13.2. The Board, on behalf of the membership, shall have the trustee-ship of all club funds and shall insure that all financial transactions are properly accounted for and audited annually. The club shall not be responsible for any liabilities incurred by any member without the sanction of the Board of Directors.



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14. CONFLICTS OF INTEREST

- 14.1. A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Club will disclose fully and promptly the nature and extent of such interest to the Board or Committee as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction and will otherwise comply with the requirements of the Act regarding Conflict of Interest and any Board approved Conflict of Interest Policy.

15. MEETINGS

- 15.1. The By-Laws, as herein set out shall govern the conduct of all meetings, which, specifically shall include:
- (a) Rules of order for all meetings, General and Board of Directors, shall be conducted in accordance with recognized standards as determined by the Board.
 - (b) Board of Directors' Meetings: The President (or in his absence either the Vice-President Administration or Vice-President Technical) may call a Board meeting any time, but such meetings shall be held at least once per month, except for two months during the summer, at the discretion of the President. Such meetings shall be called for the purpose of conducting the day-to-day affairs of the Club; innovation and planning; the resolution of minor issues, grievances and complaints; and formulating such recommendations to the membership as may be deemed necessary.
 - (c) Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.
 - (d) Meetings by Telecommunications - A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.
 - (e) General Meetings: There shall be one Annual General Meeting of the membership held each year, to be held 21 days before or after the cessation of the regular skating season. The elections of directors shall be conducted at said meeting and The Director's reports of Club activities shall be presented at that time.
 - (f) Special Meeting: Special Meetings of the membership may be called by the President (or, in his or her absence, by one of the Vice-Presidents), upon request by a majority of the Board members.
 - (g) Committee Meetings: The individual chairman of the various committees shall be responsible for calling their own committee meetings, which should be held at such intervals that will facilitate the proper fulfillment of these functions. The President shall be an ex-officio member of all committees.



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- (h) General Rules: Notice of all Annual General Meetings and Special Meetings shall be given 15 days in advance to each eligible voting member. The notice shall include 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 election. An Annual General Meeting shall be held within twenty-one days of the close of the skating season. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of twenty per cent of the members of the Club. A Quorum for an Annual General Meeting or Special Meeting shall be ten percent of the eligible voting members.
- (i) Voting on Club elections shall be by secret ballot and the candidate receiving the most votes shall be elected. Voting on other matters may be by a show of hands. Voting for club election or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and of legal age and to Special Members of the Club voting on behalf of their under-age children, who are members of the Club and registered as an Associate Member of Skate Canada, Special Members shall be restricted to one vote per family regardless of how many children are in the family. Assignment of votes to other members or individuals is not allowed.
- (j) Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the Club makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Directors or Members may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.
- (k) The order of business at the Annual General Meeting or Special Meetings of the Club shall be as follows:
 - i. Minutes of the preceding general/special meeting
 - ii. Confirmation of actions taken by the Board of Directors
 - iii. Secretary's Report
 - iv. Treasurer's Report
 - v. Other Reports
 - vi. Election of Board of Directors

16. INSPECTION OF BOOKS BY MEMBERS

- 16.1. The minute books, books of account of the club, may be examined at the Annual General Meeting, by any member in good standing.

17. GRIEVANCES

- 17.1. All grievances must be in written form, signed, and directed to the one of the Vice-Presidents, who shall bring such grievances before the Board of Directors for discussion and recommendations.

18. PROFESSIONALS



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- 18.1. The number of professional coaches required by the club shall be determined by the Board of Directors. Each retained professional shall be required to enter into a contract with the Club for the duration of the regular skating season. Contracts with retained professionals shall not contain clauses and/or terms, which contravene or conflict with the Club's By-Laws.

19. COMMITTEES:

19.1. NOMINATING COMMITTEE

The nominating committee shall consist of at least two members, one from the Board of Directors and one from the membership. This committee is responsible for presenting at least a full slate of candidates for election to Club Office and shall present such a slate to the Board no later than twenty-one days before an Annual General Meeting in the year in which an election is to be held. Other nominations may be made by any member in good standing by written submission to the nominating committee at least three 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 will not be accepted.

19.2. FINANCE COMMITTEE

This committee shall be responsible for preparing the Club's annual budget and advising the Board of Directors as to proposed expenditures and investments.

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

- Ice Committee/Chair
- Test Committee/Chair
- Professional-Liaison Committee/Chair
- Competition Committee/Chair
- Carnival Committee/Chair
- Hospitality Committee/Chair
- CanSkate Programs Committee/Chair
- Skater Development Committee/Chair

20. DISSOLUTION

- 20.1. In the event that the Port Credit Figure Skating Club ceases to exist, and after all debts have been paid, assets are to be held in trust for a period of five years, to be overseen by 3 members of the Board of Directors in place at the time of disbanding. If after 5 years no one is interested in re-establishing the Port Credit Figure Skating Club, these assets shall be divided among the other Skate Canada sanctioned Figure Skating Clubs in the City of Mississauga. Any assets and property held or acquired from the proceeds of licensed lottery events (i.e., lottery trust accounts or property purchased with lottery proceeds) will be distributed to charitable organizations that are eligible to receive lottery proceeds in Ontario, approved by the licensing authority.

21. AMENDMENTS

- 21.1. Any member of the Club, in good standing, may propose an amendment to the By-Laws of the Club.



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This proposal must be submitted in writing to the Executive of the Club. The proposed amendment must be received by the Executive a minimum of 21 days prior to the next Annual Meeting or Special Meetings. No amendment to the By-Laws of the club shall be accepted from the floor at any meeting.

21.2. Any amendment to the By-Laws, to be accepted or ratified, must pass by a vote of a simple majority of eligible voters present at an Annual General or Special Meeting of the Club. All amendments to the By-Laws become effective immediately if they are passed unless the motion of amendment specifies otherwise.

22. SKATE CANADA DELEGATE:

22.1. The Delegate or alternate to the Skate Canada Annual General Meeting shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Skate Canada National Office shall be advised of the appointed Delegate's name. Note: See Skate Canada Rules 1205 and 1209 as to appointment of Delegates and use of Proxies etc.

22.2. The members of the Board of Directors, members and chairmen of committees, and the Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons with the exception of the Coaching Representative as defined by Skate Canada Rules.

23. ADOPTION OF THESE BY-LAWS

23.1. These By-Laws were passed and enacted by Ordinary Resolution of the board on [-].

23.2. In ratifying these By-Laws, all prior By-Laws of the Club shall be repealed provided that such repeal does not impair the validity of any action done pursuant to the repealed By-Laws.