



Crowsnest Pass Skating Club

P.O. Box 128
Blairmore, AB T0K 0E0




SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of Crowsnest Pass Skating Club (Legal Name of society) on June 13, 2024.

The by-laws were changed as follows:

- The existing bylaws are repealed. They are replaced by the attached bylaws.*

Date: September 27, 2024

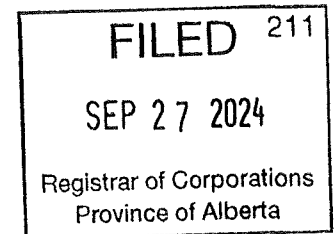
Signature: 

Printed Name: Sarah Thompson

Title: President



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RECEIVED
SEP 27 2024
Corporate Registry

SD3027

**By-laws of the
Crowsnest Pass Skating Club**

Incorporation Date: September 18, 1979

By-Law Revision Date: June 13, 2024

FILED 211
SEP 27 2024
Registrar of Corporations
Province of Alberta

P.O. Box 128
Blairmore, AB
T0K 0E0

**BY-LAWS OF
THE CROWNEST PASS SKATING CLUB**

Crowsnest Pass Skating Club

1000098

September 18th, 1979

June 13, 2024

Date of Incorporation

Date of Revision to By-Laws

ARTICLE 1: NAME OF CLUB

The name of the Club shall be the Crowsnest Pass Skating Club hereinafter called the Club.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members.
- 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 Skate Canada By-laws, rules and regulations as per Skate Canada By-laws
- d) The Club is located in the Alberta - NWT/Nunavut Section of Skate Canada.

ARTICLE 3: BY-LAWS OF THE CLUB

- a) The By-laws 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) 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 CROWSNEST PASS SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all.

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 made 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 will not be permitted to take part in any Club activities if these fees are not paid within 14 days of the date set for payment. Members in arrears shall be considered as having terminated their club 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: Dispute Reporting and Resolution

The Club Board shall have a policy and procedure to handle general disputes within the Club to standardize the measures and procedures to ensure Club Members have a process to report general disputes, confidence that there will be no retaliation or reprisal for reports made in good faith and reports will be investigated and dealt with within a fair and timely manner.

By-Law 7: Suspension and Expulsion

The Membership of a Club Member may be terminated or suspended by Majority Resolution of the Board in the event that a Member fails to remain in good standing with Skate Canada or fails to observe and conform to the rules and regulations of Skate Canada, Skate Canada: Alberta – NWT/Nunavut, the rules of the Club or these Bylaws. The Board shall have a Misconduct reporting policy and procedure in accordance with Skate Canada Misconduct Reporting and Resolution Procedure and will defer to Skate Canada Safe Sport and/or the Office of the Sport Integrity Commissioner (OSIC), when appropriate.

This policy shall be approved by the Board from time to time and shall be in writing and made available to all Members in advance of its implementation.

By-law 8: Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

- **Individual membership:** Non-skating members who have paid the fees as set by the club and are registrants of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.
- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the club and are registrants of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members)
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are registrants of Skate Canada. Special members shall be entitled to one vote per registrant at each Annual General Meeting and Special Meetings of the Club.

By-law 9: Resignation of Membership

Any member may resign by notifying the Board through the Membership Chair/Registrar via writing. Termination of Club Membership does not mean termination of Skate Canada registrant status.

LIABILITY

By-law 10: Liability

The Club shall not be responsible for any damages, injury, illness, 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 11: 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 registrants of Skate Canada, and be of legal age.

By-law 12: General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of: Immediate Past President (when available), President, Vice-president, Secretary, Treasurer, four Directors at large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for 2-year terms at the Annual General Meeting. The President and Treasurer and two Directors at large shall be elected in even numbered years and the Vice-President, Secretary and the remaining two Directors at large shall be elected in odd numbered years. The Coaching Representative shall be elected annually by and from within the coaches of the club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected.

The coaching representative shall be elected as per Skate Canada Bylaws.

While this club is in receipt of an AGLC license, paid coaches of the club may not be a voting member. A paid coach is permitted to sit on the board but will have no voting privileges.

By-law 13: 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 14: Conflicts of Interest

Board Members shall avoid conflicts of interest or perceived conflicts of interests. The Board Member must disclose fully and promptly such interest, the nature and extent of such interest to the Board or Committee.

By-law 15: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 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. A majority of the Board of Directors shall form a quorum.

By-law 16: 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 17: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 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 18: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In the absence of the President, the Vice-president will fill this duty.

By-law 19: 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.

By-law 20: Role of Secretary

The Secretary, or their delegate, shall deal with all correspondence subject to the approval of the President or their delegate, shall issue all notices for Board of Directors and general meetings, shall take and keep record of 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 21: Committees - President as ex-officio member

The President shall be an ex-officio member of all committees.

By-law 22: Committees - Appointment

The President shall appoint standing committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their committee members to the President for approval.

By-law 23: 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 registrants of the Association.

By-law 24: Rules of Order

In the absence of Club Meeting Procedures, rules of order for all meetings, General and Board of Directors, shall be as outlined in Roberts Rules of Order.

By-law 25: Skate Canada 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.

ANNUAL GENERAL MEETINGS

By-law 26: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 120 days of the close of the Club's May 31 fiscal year. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 2/3 of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10% per cent of the eligible-voting members.

By-law 27: Nomination Process

Nominations may be made by any member in good standing by written submission prior to the Annual General Meeting or off the floor in person at the Annual General Meeting. Each nominee must indicate their acceptance prior to the commencement of elections.

By-law 28: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 21 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 positions up for election.

Written notice is provided to the last known email provided by each eligible voting member.

By-law 29: 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. Should there be only one nominee for any open position, that position shall be filled by acclamation.

By-law 30: Eligibility to Vote

Voting for club elections or on any matters pertaining to skating shall be restricted to eligible club members who are registrants of Skate Canada and are 18 years of age, to the club Coaching representative(s) if eligible to vote, and to Special Members of the club voting on behalf of their underage children (who are members of the club and registrants of Skate Canada).

By-law 31: 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/Special 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 By-laws
- Appointment of auditors (as applicable)
- New Business

AMENDMENTSBy-law 32: Right to Submit. Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the 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 Meetings. All amendments must be submitted at least 25 days before the respective meeting. No amendment to the By-laws of the Club shall be accepted from the floor at any meeting.

By-law 33: Voting of Amendments

By-law amendments must be approved by special resolution by a vote of at least 75% of those eligible to vote and present at an Annual General Meeting of the Club.

By-law 34: Effective Force of Amendments to By-laws

All amendments to the by-laws upon receiving approval of any general or special meeting of members and upon approval of the Alberta Corporate Registry shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada: Alberta-NWT/Nunavut Section Office. Skate Canada and the Alberta-NWT/Nunavut Section 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 35: Deposits

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 36: Disbursements

All disbursements of club funds shall be by cheque or other auditable document.

By-law 37: Audit of Books

The Club's books will be audited annually by two people, without signing authority, and with experience in finance, approved by the Board of Directors. Any member may request to view the financials upon written request including a specific reason and specific timeframe of the request.

By-law 38: Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to KidSport Crowsnest Pass.

By-law 39: Borrowing Powers

The Club will not have the power to borrow any money.

CLUB OPERATIONS

By-law 40: Club Operations

The Club, with regard to any aspect of its operation, is to be managed and operated by a volunteer Board of Directors, who are registrants of Skate Canada with the specific purposes:

- a) To operate only Skate Canada programming to its members
- b) To maintain membership in good standing with Skate Canada and the Skate Canada: Alberta – NWT/Nunavut section.
- c) 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.
- d) To 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.

Only Skate Canada Coaches are permitted to provide figure skating and skating programs.

CHAIRS/COMMITTEES

Committees listed below are the most likely 'standing' Chairs/Committees that a club will require. Terms of reference for each committee shall be approved by the Club Board of Directors and will be appointed by the Board of Directors each year as needed for a one-year term. They must be members in good standing and will be entitled to vote.

By-law 41: Carnival/Wind-Up Chair

This committee is responsible for promoting and developing the year end carnival and wind-up banquet. Will work with the Volunteer Coordinator and the Parent Liaison to ensure it is an overall success.

By-law 42: Parent Liaison

The Parent Liaison is responsible for acting as a go-between to provide up to date information to both Club Members and the Board of Directors regarding Member needs.

By-law 43: Volunteer Coordinator

To ensure that the volunteer needs of the Club are met throughout the year and to ensure that Parents are kept up to date with their volunteer commitments.

By-law 44: Other Committees

Special program sub-committees as deemed necessary by the club may be formed. The sub committees may include but are not limited to:

Ice Committee/Chair

Test Committee/Chair

Music Committee/Chair

Club Competition Committee/Chair

Synchronized Committee/Chair

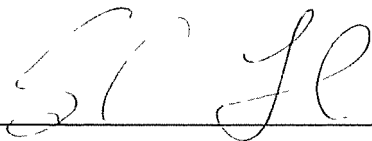
Rec program Committee/Chair

ADOPTED BY:

CROWSNEST PASS SKATING CLUB

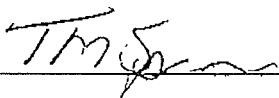
on 13 of June, 2024
(day) (month) (year)

Signed


(President)

08/16/24
(Date)

Signed


(Club Board Member)

08/16/2024
(Date)