

CONSTITUTION OF THE KANSAS CITY FIGURE SKATING CLUB

MEMBER CLUB OF THE UNITED STATES FIGURE SKATING ASSOCIATION

ADOPTED: April 17, 1974
1st AMMENDMENT: May 19, 1976
2nd AMMENDMENT: June 7, 1978
3RD AMMENDMENT:
SEPTEMBER 28, 1998

ARTICLE I NAME AND CORPORATION

- Section 1. **NAME:** The Organization shall be known as the Kansas City Figure Skating Club.
- Section 2. **INCORPORATION:** The Club was incorporated under the Laws of the State of Kansas, in 1974.
- Section 3. **OFFICERS OF INCORPORATION:** The four officers of the club shall be President, Vice-President, Secretary and Treasurer.

ARTICLE II PURPOSE

Section 1. **PURPOSE:** The purposes of the club are: to encourage instruction, practice, and advancement of the members in any or all of the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among skaters; to sponsor, to produce, or to cooperate in the production of amateur ice carnivals and shows, and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objectives and general policies of the United States Figure Skating Association.

ARTICLE III OFFICERS

Section 1. **OFFICERS;** The officers shall be President, Vice-President, Secretary, and Treasurer. All Officers must be registered members of the USFSA who have designated the corporation s their home club.

ARTICLE IV DUTIES OF OFFICERS

Section 1. **DUTIES OF PRESIDENT:** It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club and Board of Directors. The

President shall have the entire supervision and management of the club and its property pending the action of the Board of Directors; the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the Board; to call special meetings and Club meetings.

The President, together with another designated Board member, shall sign all agreements and contracts made by the club, upon the approval of the Board of Directors.

Section 2. **DUTIES OF THE VICE PRESIDENT:** It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in the absence of the President, to assume the duties of the President and officiate in his/her stead. It shall also be the duty of the Vice-President, at the request of the Board of Directors, to periodically review the Constitution and Bylaws of the Club and to submit recommendations for amendments and/or changes.

Section 3. **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 or Board of Directors. Disbursements shall be made only upon vouchers approved by the Board of Directors. The Board of Directors have the power, whenever they deem it necessary, to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board of Directors, or in securities approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer and/or another designated Officer or member of the Board of Directors.

Section 4. **DUTIES OF SECRETARY:** It shall be the duty of the Secretary to keep the "minutes of the meeting" of the Club and of the Board of Directors, and to supervise all reports and documents connected with the business of the Club.

The Secretary shall supervise the correspondence of the Club and prepare and issue notices of meetings of the Club and Board of Directors.

ARTICLE V BOARD OF DIRECTORS

Section 1. **QUALIFICATIONS:** Directors must be voting members of the Corporation who have designated the Corporation as the Home Club under the applicable rules of the United States Figure Skating Association.

Section 2. **NUMBER OF MEMBERS:** There shall be a Board of Directors of seven (7) regular members of the Club.

Section 3. **TERM OF OFFICE:** Each elected member of the Board of Directors shall serve for a period of three (3) years, beginning July 1, or until their successor is elected.

Section 4. **OFFICERS:** The President, Vice-President, Secretary, and Treasurer shall be elected by the Board of Directors from the membership of the Board established at the spring stated meeting of the Club and shall hold office for one year, beginning July 1, or until their successors are elected.

Section 4a. **METHOD OF VOTING:** Vote shall be by ballot, and the one receiving the greatest number shall be elected.

Section 5. **METHOD OF ELECTION:** The candidates for the Board shall be nominated by a nominating committee consisting of two senior Board members, plus an equal number of members appointed by the Board of Directors from the Club general membership. This committee will recommend nominees for election to the Board of Directors by no later than two (2) weeks prior to the stated spring meeting of the Club. Directors shall be elected to serve three-year terms. Election of Directors shall be rotated in the following manner at the first stated general meeting. Thereafter, election to fill expired terms shall be held every three years, and rotated in a similar manner.

Year One (1) ----- two (2) persons to serve
Year Two (2) ----- two (2) persons to serve
Year Three (3) ----- three (3) persons to serve

If a directorship becomes vacant, the Board shall appoint a club member as a Director for the balance of the year. At the next regular meeting of the Membership, a Director shall be elected for the unexpired term, if any.

Section 5a. The President, Vice-President, Secretary, and Treasurer (which offices may be combined at the Board's discretion) shall be elected by the Board of Directors at their first regular meeting, by ballot, and shall hold office for one year or until their successors are chosen. The Board may elect members of the Board to fill any or all offices, or elect a member who is not on the Board, in which case such office will become a member of the Board ex-officio with the right to attend and take part in all Board meetings, but with no right to vote. The Board may appoint an assistant secretary-treasurer (one officer), either from the Club membership or outside of the Club membership on such terms as the Board may consider advisable, to assist the Secretary and Treasurer in their duties.

Section 6. **RESIGNATION:** A director may resign by written notice to the President.

Section 7. **REMOVAL FOR CAUSE:** The office of Board member shall be ipso facto vacated:

- a. If declared of unsound mind by a final order of court
- b. If convicted of a felony
- c. If by notice in writing to the Club he resigns his office
- d. If he is no longer a member of the Club
- e. If a 2/3 majority of all members vote to remove from office

ARTICLE VI
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. **DUTIES & POWERS:** The business and affairs of the Corporation shall be managed by the Board of Directors which shall have all such powers of the Corporation and shall do all such lawful acts and things as are permitted by law.

Section 2. **MEETINGS:** The Board of Directors shall meet at least once every month, during the skating season. The date of such meetings shall be stated by the President, or in his absence, by the Vice-President.

Any four (4) members of the Board may call a Board meeting upon written notice to all members of the Board of Directors at least (3) three days prior to the meeting. The notice shall state the date of the meeting, purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 3. **QUORUM:** One half of the Board shall constitute a quorum.

Section 4. **AUTHORITY:** The Board shall have the entire authority in the management of the affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them.

Section 5. **RULES:** The Board shall make such rules as they deem proper respecting the use of the club's property: prescribe rules for the admission of strangers, fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them.

Section 6. **APPROPRIATIONS:** All appropriations from the funds of the Club shall be made by the Board of Directors.

Section 7. **AUDITS:** The Board shall audit records of the Secretary and of the committees. They shall appoint or secure the services of a qualified individual to audit the books and records of the Treasurer.

Section 8. **INDEBTEDNESS:** The Board shall have the power to limit the indebtedness of a member of the Club.

Section 9. **CANDIDATES FOR MEMBERSHIP:** The Board shall elect to membership in the Club, as hereinafter provided, such candidates as they consider acceptable. Such elections must be by a majority vote at a regular meeting of the Board. No rejected candidate shall be eligible to membership within six (6) months after rejection. Rejection may not be discriminatory as to race, age, or religious preference.

Section 10. **SUSPEND OR EXPEL:** The Board shall have the power to suspend or expel any member for violation of the constitution and bylaws for conduct which they

hall deem improper, but no member shall be expelled or suspended without the right to a hearing.

Section 11. **RE-ADMIT TO MEMBERSHIP:** The Board may, at a regular meeting, re-admit to membership, without the payment of a second initiation fee, any former member whose resignation has been fully accepted. Such re-admission must be by ballot and two (2) negative votes shall reject. No rejected candidate shall again be proposed for reinstatement within six (6) months after rejection.

Section 12. **DROP AND REINSTATE TO MEMBERSHIP:** The Board may, as hereinafter provided, drop from the roll, any delinquent member and also may reinstate such members as hereinafter provided.

Section 13. **STANDING COMMITTEE:** The Board shall appoint all standing committees with full authority over them except as hereinafter provided and shall appoint such other committees as shall seem to them necessary.

Section 14. **USFSA DELEGATE:** The Board shall appoint from among its registered members, a number of delegates in proportion to the total number of registered members of such club during the preceding fiscal year as specified in the USFSA Bylaws, Article XV. The delegate(s) shall be representative(s) between the Club and the Association and shall attend the USFSA Governing Council meeting, either in person or by proxy. Said Club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

Section 15. **CLERICAL ASSISTANCE:** The Board shall have the authority to make, in their discretion, appropriations for clerical assistance to the Secretary and/or Treasurer.

Section 16. **EXPENDITURES AND REVENUE:** The Board shall prepare and submit to the states annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same.

ARTICLE VII MEMBERSHIP

Section 1. **CLASSES OF MEMBERSHIP:** The Corporation shall have such classes of membership as are established from time to time by the Board of Directors.

- 1a. Active Members who shall have all privileges
- 1b. Patron Members who shall have all privileges except that of skating. (Formerly Associate Members)
- 1c. Junior Members who shall be under the age of eighteen (18) years. They shall have all privileges except that of voting or holding office.

- 1d. Professional Members who shall have all privileges except that of holding office on the Board of Directors. One Professional Member may be elected to appointed to the Board of Directors.
- 1e. Non-Home Club Members who shall have all privileges except voting and holding office.
- 1f. Honorary Members who shall have all privileges. The members, at any Annual Meeting or at any special meeting called for the purpose, may, upon recommendation of the Board of Directors, name any person who has rendered important or distinguished service to the Club an Honorary Member for his/her life, or for such time or period of years as members shall deem appropriate. Such Honorary member shall be exempt from payment of annual subscription, but in all other respects shall be subject to the bylaws, rules and regulations of the Club.

Section 2. **APPLICATION FOR MEMBERSHIP:** Each candidate for admission shall be proposed by an Active or Associate Member and sponsored by another. The application shall be in writing in such form and containing such information as the Directors may from time to time determine. Applications shall be submitted to the Membership Committee and by it to the Board of Directors for the approval (which may be granted or withheld in their absolute discretion without giving any reason thereof). No person shall be elected a member of two (2) or more members of the Board of Directors shall object to the election of such person, either in writing or in person, at any meeting at which such person's name is voted upon, or at any subsequent meeting, without sufficient notice of such subsequent meeting being given to those directors who previously objected to the admission of such person.

Section 3. **TERMS OF MEMBERSHIP:** All memberships shall terminate on the date of the year as listed per the current USFSA rulebook.

Section 4. **ARREARS FOR DUES RESTRICTIONS:** Any member in arrears for dues or other indebtedness shall be notified by mail by the secretary of their last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the treasurer to the Board of Directors at the next meeting. The Board of Directors may drop from the roll for non-payment of dues, or other indebtedness, may, upon payment of same, at the discretion of the Board of Directors, be reinstated to full membership.

Section 5. **RESIGNATION:** Any member not in arrears for dues, or other indebtedness, may tender a written resignation of his/her membership to the secretary who shall report the same to the Board of Directors at their next meeting for their action.

Section 6. **RIGHT OF REPRESENTATION:** The right to represent the Kansas City Figure Skating Club as a competitive skater or in any other capacity shall be limited to those members in good standing who receive permission from the board of directors. The Board shall not grant this permission to any skater which would be in violation of the rules of the United States Figure Skating Association. Mere membership in this Club

shall not be sufficient to warrant the right to receive financial assistance toward skating and competition expenses.

Section 7. **RESPONSIBILITIES FOR GUEST:** Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's property at their request.

Section 8. **TERMINATION & SUSPENSION OF MEMBERSHIP:** Membership may be terminated or suspended by the Board of Directors for failing to pay dues or other indebtedness to the Corporation, or, for violating the Articles of Incorporation, Bylaws, or Rules and Regulations of the Corporation. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Involuntary termination and/or suspension of membership shall occur only after the following procedures set forth in Article VII, Discipline.

Section 9. **VOTING RIGHTS:** The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to the class of membership. There is no requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions. Each voting member of the Corporation satisfying the criteria set by the Board of Directors for voting membership shall be entitled to one vote. Voting by proxy shall not be permitted.

Section 10. **BOARD APPROVAL FOR COMPETITION AND EXHIBITION:** No Member or Members of the club shall make entry in the name of the Club in competition or exhibition except with the approval of the Board of Directors, or someone given this authority by them.

DISCIPLINE

Section 1. **TERMINATION:** The Board of Directors shall have the power to terminate or suspend membership in the Corporation in accord with policy and procedures set forth in the Bylaws.

Section 2. **COMPLAINTS:** Any member or members having complaint against another member for infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate the same. The complaint(s) and the member complained against shall be given copies of any written statements regarding the complaint, and shall be notified at least seven (7) days prior to a hearing date.

Section 3. **HEARING:** The Board of Directors shall set a hearing date and give all parties at least seven (7) days written notice prior to such date. The Board of Directors shall establish rules of procedure for such hearing which will be provided to all parties at least five (5) days prior to the hearing. Both the complainant and the person complained against will have the right to present evidence. The Board of Directors will vote within 24 hours of such hearing and shall provide reasons for the decision. The decision of the Board shall be final.

Section 4. **NOTICE:** Any notice required by this section shall be given by any method reasonably calculated to provide actual notice, provided that in the event notice is given by mail, it is given first class or registered mail to the last known address of the involved member of the club according to corporate records.

ARTICLE IX CLUB MEETINGS

Section 1. **TIME:** There shall be at least one annual stated club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall, or within one month after the skating season closes in the spring.

Section 2. **SPECIAL MEETINGS:** The Secretary shall call special meetings at the direction of the President, or upon the written request of five (5) club members in good standing.

Section 3. **QUORUM:** Twenty percent (20%) of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

Section 4. **NOTICES:** Notices of stated and special meetings of the Club shall be posted at the Principle Office of the Club and shall specify the time and place of the meeting and the nature of the business to be transacted. Notice of the annual meeting shall be posted not less than ten (10) days in advance.

Section 5. **SPECIAL MEETING LIMITATIONS:** No business shall be transacted at a special meeting except that of which notice was given.

ARTICLE X FEE, DUES, AND ACCESSMENTS

Section 1. **FEES:** The annual dues payable to the Corporation shall be in such amount as determined from time to time by the Board of Directors.

Section 2. **SUBSCRIPTION OF SKATING MAGAZINE:** One subscription per family living at the same address is included in the registration fees and increase general interest in the sport if ready by all members.

Section 3. **PROSPECTIVE GUESTS:** A prospective member may make arrangements to skate one (1) club session at a current walk-on fee.

Section 4. **GUESTS:** A visiting skater for an out-of-town USFSA member club or a USFSA Individual Member may make arrangements to skate on one (1) club session at the current walk-on fee.

ARTICLE XI COMMITTEES

Section 1. The President shall appoint from among the Members, with the approval of the Board of Directors, any and all committees as may be required. The committees so appointed shall have such powers and duties as the President and the Board of Directors shall from time to time determine.

Section 2. The President shall be an ex-officio member of all committees except the Nominating and Auditing committees.

ARTICLE XII FISCAL YEAR

The Fiscal Year of the Club shall begin September 1 of each year and end August 31 of the following year.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all classes to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE XIV AMENDMENTS

Section 1. **DIRECTORS:** The Board of Directors may, by a two-thirds vote of the Board at a regular meeting, amend any section of the Bylaws or enact new articles or sections, but any such change shall have effect only until the next annual meeting and, if not then so confirmed by a two-thirds majority vote of the general membership, shall from that time cease to be in force.

Section 2. **MEMBERS:** These Bylaws may be amended by consent of two-thirds of the members present at a meeting convened for that purpose or at the annual meeting, provided such amendments shall have been specified in the notice of the meeting.

BYLAWS

ARTICLE I ORDER OF BUSINESS

Section 1. **SEQUENCE:** At stated and special meetings, the following order of business:

- a. Roll Call
- b. Reading of the minutes of the previous meeting
- c. Report of Officers
- d. Report of Committees
- e. Election of Officers
- f. Unfinished business
- g. New Business
- h. Adjournment

ARTICLE II RULES OF ORDER

Section 1. **ORDER OF MOTIONS:** When a question is before the meeting, no motion shall be entertained except:

- a. To adjourn
- b. To lay on the table
- c. The previous questions
- d. To postpone
- e. To commit
- f. To amend

Which several motions shall have precedence in the order above given, and the first three shall be decided without debate.

Section 2. **YEAS AND NAYS:** If any tow members shall request, the yeas and nays shall be called upon any questions, whereupon each member present shall vote as his name is called, without debate, unless excused from voting by the minutes, and the vote to be taken shall be recorded in the minutes.

Section 3. **TO RECONSIDER:** A motion to reconsider must be made by a member who voted with the majority, and at the same or succeeding meeting.

Section 4. **MAJORITY VOTE:** Except as otherwise provided, all questions shall be determined by a majority vote. The Chair may vote only in case of a tie, except when the yeas and nays are ordered in which case he shall vote when his name is called. If the result be then a tie, the motion shall be declared lost.

Section 5. **ROBERTS RULES OF ORDER NEWLY REVISED:** All questions of parliamentary practice not herein provided for, shall be determined in accordance with Robert's Rules of Order Newly Revised.