

# **Constitution and By-laws of the Carolinas Figure Skating Club**

## **Member Club of The United States Figure Skating Association**

**Adopted June 9, 1999  
Revised April 23, 2009**

### **Article I**

**Section 1. Name:** The organization shall be known as Carolinas Figure Skating Club, herein after referred to as the “Club”.

**Section 2. Incorporation:** The club was incorporated under the laws of the state of North Carolina on December 14, 1995

**Section 3. Officers of Incorporation:** The four officers of the club shall be the four officers of Incorporation.

**Section 4. Fiscal Year:** The fiscal year of the Club shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**Section 5. Headquarters:** This Club shall have its headquarters at Extreme Ice Center located in Indian Trail, North Carolina herein after referred to as “EIC”.

**Section 6: Membership in United States Figure Skating :** Carolinas Figure Skating Club is a member of United States Figure Skating, the national governing body for figure skating, and shall maintain its membership and conduct its affairs in a manner consistent with the bylaws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated in the USFS Rulebook.

### **Article II**

#### **PURPOSE**

**Section 1. Purpose:** The purpose of the Club is to encourage the instruction, practice and advancement of members in moves in the field, free skating, pair skating, ice dancing, synchronized skating, theatre on ice and all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce or cooperate in the production of amateur ice carnivals and shows; and generally do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objects and purposes of this organization; to carry out the general policies and objectives of United States Figure Skating (“USFS”) and do such other acts and things as are authorized and permitted by Chapter 55A of North Carolina General Statutes (the Nonprofit Business Corporation Act).

**Article III**  
**CLUB OFFICERS**

The club officers of Carolinas FSC shall be defined as: President, Vice President, Secretary and Treasurer, herein referred to as the Executive Board.

**Article IV**  
**Duties of the Officers**

**Section 1. Duties of the President:** It shall be the duty of the president to take charge of the Club; to preside at all meetings of the Club and the Board. The president shall have the entire supervision and management of the Club and its property pending the action of the Board; the power to suspend any member for violating the Bylaws or Regulation of the Club, pending the approval of the Board; to call special meetings and club meetings. The president, together with the secretary, shall sign all agreements and contracts made by the Club, upon approval by the Board.

**Section 2. Duties of the Vice President:** It shall be the duty of the vice president to assist the president in the discharge of their duties and in their absence, to assume their duties and officiate in their stead.

**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 of the Board. Disbursements shall be made only upon vouchers approved by the Executive Board. The Executive Board has 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 or securities approved by the Executive Board. All disbursements by check shall be signed by two officers of the Club, not the treasurer. The treasurer does not have check signing authority. Bank statements shall be reviewed monthly by the treasurer and another board member. It shall be the responsibility of the treasurer to present to the Board an annual budget for review, input and approval. The budget must be approved by a quorum of the full Board.

**Section 4. Duties of Secretary:** It shall be the duty of the Secretary to keep account of all notices to Club members, Board meeting minutes, and any other formal correspondence necessary to conduct club business. This includes making notices of Board meetings on bulletin boards and the Club website and taking meeting minutes and posting on bulletin boards and the Club website.

**Article V**  
**CFSC Board**

**Section 1. Number of Members and Qualifications:** There shall be a **Board** composed of **the executive officers of the Club and the chairpersons of each committee**, herein referred to as 'The Board' All officers and Board members of the Club shall be eligible members of eighteen (18) years of age or older.

**Section 2. Term of Office:** President, Vice President or Secretary may serve in the same position for period of time not to exceed three (3) consecutive membership years, July 1<sup>st</sup>- June 30th. Treasurer may serve in the office of Treasurer for a period of time not to exceed five (5) consecutive membership years, July 1<sup>st</sup>-June 30th.

**Section 3. Officers:** The president, vice president, treasurer and secretary shall be elected by the general membership by ballot and shall hold office for one (1) year or until their successors are elected. Ballots must be cast, in person, on designated election date. Election date is to be determined by the Board. Membership must have a minimum of two weeks notice of impending election. The Executive Board may appoint an Assistant Secretary-Treasurer (one office), 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. Other members of the Board (the committee chairs) will be appointed by the Executive Board.

**Section 4. Vacancies:** In the event of a vacancy in the positions of Club Executive Officers or committee chairs, the remaining Club Executive Officers shall appoint a successor who shall hold office for the unexpired term of office.

**Section 5. Voting Members of the Board:** Only the Executive Board : President/Vice President/ Treasurer/ Secretary have the right to vote on all Board issues, except where specifically stated in these by-laws. In the case of a tie vote, the President Ex-Officio will break the tie vote.

## **Article VI**

### **Powers and Duties of the CFSC Board**

**Section 1. Meetings:** The Board shall meet at least once every month during the skating season, with no less than nine (9) meetings during the calendar year. The date of such meetings shall be stated by the president, or in his/her absence, by the vice president. Any one of the four (4) members of the Executive Board may call a meeting.. Written notice must be given to all members of the Board at least ten (10) days prior to the meeting. The notice shall state the date of the meeting, purpose for which the meeting is called and the name of the Executive Board member and other member (s) requesting the meeting and immediately be posted on the Club bulletin board.

**Section 2. Quorum:** Majority of the Board shall constitute a quorum.

**Section 3. Authority:** The Executive Board shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested by them.

**Section 4. Rules:** The Executive Board shall make such rules as they deem proper respecting the use of the Club's property; prescribing 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 5. Appropriations:** All appropriations from the funds of the Club shall be made by the Executive Board. Any appropriations exceeding \$5000.00 shall be voted on by the entire Board.

**Section 6. Audits:** The financial records of the Club shall be audited once a year by a CPA who is not a Board member.

**Section 7. Indebtedness:** The Executive Board shall have the power to limit the indebtedness of a member of the Club.

**Section 8. Suspend or Expel:** The Board shall have the power to suspend or expel any member for violations of the Constitution and Bylaws or for conduct which they shall deem improper, but no member shall be expelled for suspended without the right to procedures outlined in Article X, Conduct and Discipline.

**Section 9. Drop and Reinstate to Membership:** The Executive Board may as herein after provided drop from the Carolinas Figure Skating Club roster any delinquent member and also may reinstate such members as herein after provided.

**Section 10. Readmit to Membership:** The Executive Board may readmit a member whose resignation has been fully accepted or whose membership has been suspended or expelled.

**Section 11. Standing Committee:** The Executive Board shall appoint all standing committees with the full authority over them as herein after provided and shall appoint such other committees as shall seem to them.

**Section 12. USFS Delegate:** The Executive Board shall appoint from among its registered members a number of delegates in proportion to the total number of registered members of such Member Club during the preceding fiscal year as specified in the USFS Bylaws, Article XV. The Delegate or Delegates shall be representative (s) between the Club and the Association and shall attend the Governing Council meeting, either in person or by proxy. Said Club shall file a certificate of appointment with the Association and the certificate shall be provided by USFS.

**Section 13. Expenditures and Revenues:** The Executive Board shall prepare and submit to the Stated Annual Meeting a program of anticipated expenditures for the coming year, together with proposals of sources or revenue to meet the same.

**Section 14. Board Member Limitations:** The office of any Board Member shall be ipso facto vacated:

1. If they are found to be of unsound mind.
2. If they are convicted of a criminal offense.
3. If they are guilty of malfeasance or misfeasance of office as to their club position.

4. If by notice in writing to the Club they resign their office.
5. If they are no longer a member of the Club.
6. If they are absent for three consecutive Board meetings and the Board unanimously vote to remove said person from the Board.
7. If the Board votes to dismiss for non-performance or incomplete performance of duties.

## **Article VII**

### **Standing Committees**

**Section 1. Names:** The standing committees shall be: 1. Membership Committee, 2. Hospitality Committee, 3. Test Committee, 4. Competition Committee, 5. Consignment Committee, 6. Sanctions Committee, 7. Coach Liaison Committee, 8. Synchronized Team Committee and other such committees as the Board shall deem necessary. They shall be appointed annually by the Board at their regular meeting after the annual election.

**Section 2. Membership Committee:** The membership committee shall consist of a chairperson. They shall investigate the qualifications of all candidates for membership and report their recommendations to the Board. They shall receive all applications for membership and shall notify the applicant of their election or rejection. An applicant can be refused admission by Executive Board vote.

**Section 3. Hospitality Committee:** The Hospitality Committee shall consist of 2 committee chairs.

**Section 4. Test Committee:** The Test Committee shall consist of a chairperson who shall have charge for giving USFS tests, of setting dates and obtaining approved USFS judges for tests. The decisions shall rest with this committee as to persons eligible to enter any such test.

**Section 5. Competition Committee:** The Competition Committee shall consist of a chairperson and a coach who shall have charge of all Club and Inter-Club competitions. The decisions shall rest with this committee as to persons eligible to enter any competitions.

**Section 6. Consignment Committee:** The Consignment Committee shall consist of a chairperson who shall manage all details related to Club consignment sales, including: registering merchandise, keeping sales records, and requesting payment to members.

**Section 7. Sanctions Committee:** The Sanctions Committee shall consist of one chairperson responsible for identifying any and all events that require a sanction from USFS. The chairperson will obtain sanctions and provide copies to Board/Competition Chair or any other appropriate party.

**Section 8. Synchronized Team(s) Committee:** The Synchronized Team Committee shall consist of one representative from each team skating for the current season and one synchronized team coach. The primary goal of this committee is to communicate between the Club, Board and synchronized teams and also to promote awareness about synchronized skating in our area.

## **Article VIII Membership**

**Section 1. Geographical Scope:** Membership shall not be restricted to a geographical vicinity.

**Section 2. Types of Membership:** There shall be four (4) types of memberships:

1. **Senior Member:** 18 years or older, may hold office and vote.
2. **Junior Member:** under 18 years, may not hold office or vote.
3. **Senior Associate Member:** 18 years or older, may hold office and vote.
4. **Junior Associate Member:** under 18 years, may not hold office and vote.

**Section 3. Classes of Membership:** There shall be seven (7) classes of memberships:

1. **Home Club Family Membership:** shall be one-junior member and one senior member. They shall be entitled to all privileges of the Club. Additional family members may be added to this membership, not to exceed two (2) senior members.
2. **Home Club Individual Adult Membership:** shall be 18 years or older. They shall be entitled to all privileges of the Club. They may hold office and vote.
3. **Professional Membership:** as defined by USFS
4. **Home Club Family TRIAL Membership:** shall be one or more junior members and up to two (2) senior members. This is only for first time club members and may not be used by a family whose membership in the Club has lapsed.
5. **Associate Professional Membership:** For coaches, judges or other USFS professionals who have primary USFS membership at another club.
6. **Senior / Junior Associate Club Membership:** Senior Associate Members shall be 18 years or older. Junior Associate Members shall be 17 years or younger. Must have primary USFS membership at another club.
7. **Collegiate Membership:** The term of this membership is 4 years and applies to enrolled college students, full or part time. This membership may only be applied for one time during the time a person is a member of the club.

- 8. Honorary Membership:** shall be elected at any meeting of the Club after recommendations by the Board, by two thirds majority. An Honorary member shall be free from initiation fees, dues and/or other assessments. They may represent the Club in exhibitions and attend skating sessions under the same rules governing active members. They shall not be nominated or elected to office or the Board, but may be appointed by the Board to fill a vacancy, where, only, they shall have vote. Honorary members have no vote unless otherwise provided. They shall have no claim on the assets of the Club. They shall not represent the Club in competitions.

**Section 4. Application for Membership:** Application for active membership must be submitted in writing to the Membership Chair. This application can be obtained by from the Membership Chair , at the rink on the club bulletin board or at the Club website [www.carolinasfsc.org](http://www.carolinasfsc.org). Applications should include the candidate's name, address, occupation and include an agreement to comply with the Constitution and Bylaws of the Club and the rules and bylaws of US Figure Skating.

**Section 5. Arrears of Dues:** Any member in arrears for dues, or other indebtedness shall be notified by mail by the Secretary or Treasurer at their last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent shall be reported to the Board at their next meeting. The Board may drop from the Carolinas Figure Skating Club roster any name of such delinquent member. A member dropped from the Carolinas Figure Skating Club roster for nonpayment of dues or other indebtedness and upon payment of the same, at the discretion of the Board, may be reinstated to full membership.

**Section 6. Arrears of Dues Restrictions:** No member in arrears for dues or other indebtedness, shall be eligible to hold office, or entitled to vote, or to enter any club tests or competitions.

**Section 7. Resignation:** Any member not in arrears for dues, or other indebtedness, may tender a written resignation of his membership to the Membership Chair. The Board will be notified at their next meeting of this action.

**Section 8. Responsibilities for Guests:** Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's property at their request.

**Section 9. 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 Club Officers; or someone given the authority by them.

## **Article IX Club Meetings**

**Section 1. Time:** There shall be at least one stated Club Membership meeting each year.

**Section 2. Special Meetings:** The Secretary shall call and give notice of special meetings at the direction of the President, or upon written request of Club members in good standing.

**Section 3. Place of Meetings:** The Board may designate any place within Mecklenburg and contiguous counties including those in South Carolina. Meetings held outside these counties must be approved by a majority vote of the Executive Board.

**Section 5. Notices:** Notices of Stated and Special Meetings shall be posted on the Club bulletin board, by the Secretary, at least ten (10) days in advance.

**Section 6. Special Meeting Limitation:** No business shall be transacted at a special meeting, except that of which notice was given.

**Section 7. Voting Rights:** Each member in good standing, having the right to vote on a matter or matters submitted to a vote at a Stated Membership Meeting, shall be entitled to one (1) vote on such matters. Votes must be cast in person.

## **Article X Conduct and Discipline**

**Section 1: Member Responsibilities:** Membership in *Carolinas Figure Skating Club* is a privilege and should carry a sense of pride. Membership and participation in the club and its activities will require the members and parents (of minor age members) accept certain responsibilities outlined below:

I. I will not verbally or physically abuse any of my fellow members, other USFS members, USFS officials, Club Board Members, volunteers or coaches.

II. I understand that poor sportsmanship, on and off the ice will NOT be tolerated.

III. I will also read and be held accountable for following the USFS Code of Conduct found in the USFS rulebook and on the club website [www.carolinasfsc.org](http://www.carolinasfsc.org)

IV. I will encourage sportsmanship by showing positive support for ALL members, coaches, board members, club officers and other officials during all on and off ice sessions.

V. I will encourage my child to treat all other members, coaches, board members, club officers and other member's parents and other officials with respect.

VI. I will refrain from coaching my child or other members during any on and off ice sessions.

VII. I will not verbally, mentally or physically abuse any club members, coaches, club officers, board members, officials, other member parents or volunteers.

VIII. I will represent myself positively and not undermine the authority of coaches, club board members or officers, officials or other club volunteers.

### **Section 2: Grievances and Conflict Resolution:**

Carolinas Figure Skating Club encourages all club members to make every reasonable effort to address their concerns and resolve their issue(s) with another club member informally before filing a formal written grievance. It is in the best interest of all involved with Carolinas Figure Skating Club if we are able to resolve our differences on our own, with out the need for a formal grievance. Please remember your membership responsibilities listed above when addressing these matters privately. Please do not raise an issue or difference in a setting where other members of the Club are present, especially the children. Ideally, the issue should be addressed outside the rink or in a private space away from others.

If you are unable to resolve your grievance informally and wish to have intervention by the Executive Board, then you must file a formal written grievance. The procedure for filing a written grievance is as follows:

#### **Step I. Filing of the Written Grievance\***

- 1. Your written grievance must be filed within 14 days of the event in question.**
- 2. The written grievance is considered filed when it is submitted to the President of Carolinas Figure Skating Club.\* The form to complete for a written grievance is part of this document.**
- 3. The President of CFSC will acknowledge receipt of the written grievance to the individual filing the grievance.**
- 4. The President of CFSC or a designee will speak with the individuals raising the grievance and attempt to resolve the issue prior to the process described in Step II. If the grievance and/or dispute is able to be resolved to the satisfaction of the individual raising the grievance and the individual raising the grievance has agreed not to proceed to Step II of the Grievance Procedure, then the President will report the grievance filed and the resolution to the Executive Board at the next scheduled meeting.**

***\*\*\*if the grievance is filed against the President, the Vice President or Secretary can fulfill steps listed in this process where the term "President" is used.***

#### **Step II. Distribution of a Formal Written Grievance**

**Within 15 days of the date that the written grievance is filed, the President will:**

- 1. Provide a copy of the written grievance to the individuals addressed in the grievance.**

- 2. Form a Conflict Resolution Committee that shall consist of the President or Vice President and 4 Board Members appointed by the Executive Board.**
- 3. Submit the written grievance to all members of the Conflict Resolution Committee.**
- 4. The Conflict Resolution Committee will discuss the matter as a Committee and determine the necessity of a hearing.**

#### **Step III. Hearing on a Grievance**

- 1. If deemed necessary and appropriate, a Grievance Hearing date will be scheduled and all parties are required to appear in front of the Conflict Resolution Committee.**
- 2. Prior to the Hearing, the individuals to whom the grievance, the Conflict Resolution Committee and the individual filing the grievance will be afforded an opportunity to respond in writing. The time intervals for the written responses will be established at the time that the Hearing date is scheduled.**

#### **Step IV. Decision of the Committee**

**If the Conflict Resolution Committee finds the accused member, parent/guardian and or professional/coach to be guilty of a violation, the Committee may recommend to the Board a penalty for the misconduct. All disciplinary action will be determined on a case-by-case basis. The board will vote on a disciplinary action based on the Committee recommendation.**

#### **DISCIPLINARY ACTIONS:**

**The Carolinas Figure Skating Club values its members and believes that immediate termination of membership/contract is appropriate only in serious cases of misconduct. Consistent with this belief, it is CFSC's general policy to correct misconduct before it rises to a level requiring termination/dismissal from the club. The Executive Board will vote on a disciplinary action based on the Conflict Resolution Committee recommendation. Accordingly, CFSC has the option of using the following progressive discipline process:**

**Step 1: Verbal Warning**

**Step 2: Written Reprimand**

**Step 3: Suspension and/or Termination of Membership**

**Because some misconduct warrants skipping steps in the process, CFSC reserves the right to immediately terminate a membership/contract or skip any steps in the progressive discipline process. The decision of CFSC in this process will be final and binding.**

**Grievance form is on the next page.**

**Carolinas Figure Skating Club  
Grievance Form**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**YOU MUST PROVIDE THE FOLLOWING INFORMATION IN THE  
GRIEVANCE REPORT:**

**1. The date, time and place of the event in question:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. A specific statement of the written code of conduct, policy and/or procedure violated. What action or conduct constituted the violation and what happened? Who was involved?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total number of pages attached**

**3. Please state the resolution or remedy you want the Conflict Resolution Committee to take.**

\_\_\_\_\_  
\_\_\_\_\_

**Total number of pages attached**

**4. Are there any witnesses? Will they be willing to testify at a hearing if needed? If yes, please provide names and phone numbers or email addresses.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Article XI**  
**Fees, Dues and Assessments**

**Section 1. Subscription to Skating Magazine:** One subscription per family living at the same address is included in the registration fees and increases general interest in the sport if read by all members.

**Section 2. Annual Registration Fee:** Every member other than Honorary Members will be required to pay an annual registration fee, which will be due on June 30<sup>th</sup>. Such annual registration fee shall be applied to registration with the USFS, registration with the Club, subscription to the USFS Skating Magazine and Insurance. Renewal notices will be mailed to current members at least (30) days prior to payment due date. New members may obtain application forms on the Club website or contact the Membership Committee Chairman and request an application form.

**Section 3. Skating Dues:** The entire Board will vote to establish skating dues for all skating members. Any member who fails to pay the required dues by the first day of the time designated by the Club shall be considered delinquent. If full payment is not made within one month, the member may be suspended from all Club privileges and use of Club facilities. A list of paid members will be placed in the Club box.

**Section 4. Increase in Fees and Dues:** The Board may revise the schedule of dues and/or fees should the USFS dues increase, skating facilities' charges increase, etc. In the event of an increase in annual dues/fees, Club members will be given written notice at least thirty (30) days prior to date payment is due.

**Section 5. Guests:** A visiting skater affiliated with a member club of USFS may be admitted to three Club sessions per season upon payment of a skating fee for each session attended.

**Article XII**  
**Adoption of Constitution and Bylaws**

**Section 1. Existing Club Procedure:** The president shall call the Board together and request the adoption of the embodied Constitution and Bylaws.

**Article XIII**  
**Amendments to Bylaws**

**These Bylaws may be amended by a two-thirds vote of the Board , in person, at any regularly constituted meeting thereof.**

**Bylaws**  
**Article I**  
**Order of Business**

**Section 1. Sequence:** At Stated and Special Meetings, the following order of business shall be observed.

1. Roll call
2. Reading of the minutes of the previous meeting
3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Adjournment

**Article II**  
**Rules of Order**

**Section 1. Order of Motions:** When a question is before the meeting, no motion shall be entertained except:

1. To Adjourn
2. To lay on the table
3. The previous question
4. To postpone
5. To commit
6. 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 two (2) members shall request, the Yeas and Nays shall be called upon any question, whereupon each member present shall vote as his name is called, without debate, unless excused from voting by the meetings, and the vote 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 President may vote in case of a tie, except when Yeas and Nays are ordered in which case he shall vote when his/her name is called. If the result be a tie the motion shall be declared lost.

**Section 5. Robert's 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.

