

# **CAROLINAS FIGURE SKATING CLUB CONSTITUTION AND BY-LAWS**

As adopted May 31, 2016

## **ARTICLE I: NAME AND HEADQUARTERS LOCATION**

### Section 1: Name

The organization shall be known as the Carolinas Figure Skating Club (hereinafter "CFSC").

### Section 2: Headquarters Location

The Club shall have its headquarters at The Extreme Ice Center (XIC) located at 4705 Indian Trail-Fairview Road, Indian Trail, North Carolina, 28079.

### Section 3: 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**

The purpose of the Club shall be: to encourage the instruction, practice and advancement of the 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 camaraderie among the members; to sponsor, to produce, or cooperate in the production of amateur ice events and shows; to facilitate the instruction and training of judges and other officials in support and furtherance of recognized United States Figure Skating (hereinafter "USFS") objectives; and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objectives and purposes of this organization; and to carry out the general policies of USFS, as are authorized and permitted under Chapter 55A of North Carolina General Statutes (Nonprofit Business Corporation Act).

## **ARTICLE III: CLUB OFFICERS**

### Section 1: Executive Board Members

The Executive Board Members (also referred to herein as the Board of Directors) shall be defined as five officers as follows: President, Vice President, Second Vice President, Secretary, and Treasurer. These positions 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 will take place at the Annual Awards Banquet, typically held on the first Sunday of June. Membership must have a minimum two week notice prior to 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.

### Section 2: Committee Chairpersons

In addition to the five Executive Board Members, the Board shall also consist of the following Committee Chairpersons: 1. Membership; 2. Hospitality; 3. Test; 4. Competition; 5. Consignment; 6. Sanctions; 7.

Parent; 8. Coaches Liaison; 9. Communications; 10. Synchronized Skating; 11. Junior Board; 12. SafeSport; as well as other committees as the Executive Board deems necessary. They shall be appointed annually by the Executive Board at their first regular meeting after the annual election.

### Section 3: Qualifications

Each member of the Executive Board shall be a member of the CFSC currently in good standing. Each member must be age 18 or older, must have completed or agrees to complete SafeSport certification within 90 days of taking office, and agrees to sign the CFSC conflict of interest form if elected to office. Nominees for President ideally should have served at least one full year (July-June) on the Executive Board of the CFSC. Each nominee must renew their Club membership for the upcoming Club year prior to the election, or on the first date that renewals are accepted, whichever is later. If membership is not renewed by July 1, the nominee will be deemed ineligible to hold office during that Club year.

Each Committee Chairperson shall be a member of CFSC currently in good standing, and have reached the age of 18 prior to the start of the Club year (July 1) for which they are to serve as Chair.

### Section 4: Term Limits of the Executive Board

The President, Vice President or Secretary may serve in the same position for period of time not to exceed three (3) consecutive membership years, July 1st- June 30th. Treasurer may serve in the office of Treasurer for a period of time not to exceed five (5) consecutive membership years, July 1st-June 30th. These limits apply whether the Officer is elected or later appointed by the Board.

### Section 5: Vacancies

In the event of a vacancy in the position of Executive Board Officers or committee chairs, the remaining Executive Board Officers shall appoint a successor who shall hold office for the unexpired term.

### Section 6: Voting Members of the Board

Only the Executive Board has the right to vote on all Board issues, except where specifically stated in these bylaws. All votes must be cast in person or in writing via email.

## **ARTICLE IV: OFFICERS: DUTIES AND METHOD OF ELECTION**

### Section 1: Duties of the President

Section 1-A: The President shall take charge of the Club to preside at all meetings of the Club and meetings of the Board of Directors. The President shall be responsible for the entire supervision and management of the Club and its property pending the action of the Board of Directors; shall have the power to suspend any

member for violating the bylaws or regulations of the Club, pending the approval of the Board; shall call special board meetings and Club meetings, and shall present motions to voting Board members for vote by e-mail. All contracts and agreements shall be approved by the Board and signed by the both President and the Secretary.

Section 1-B: The Board shall ask the immediate past President to serve a one-year term as Advisor to the Board. Should the immediate Past President be unable or unwilling to serve, other past officers may be considered to fill this position. This position does not carry any voting authority.

## Section 2: Duties of the First Vice-President

The First Vice-President shall assist the President in the discharge of his or her duties and, in his or her absence, assume his or her duties and officiate in his or her stead. The First Vice-President shall share the responsibilities with the second vice-president in coordinating the activities of all standing committees.

## Section 3: Duties of the Second Vice-President

The Second Vice-President shall act as the Communications Officer for the Club, and also share the responsibility with the First Vice-President of supervising the standing committees. The Second Vice-President shall also act as a liaison and advisor to the CFSC Junior Board. In the absence of a person to fill this roll, these responsibilities fall to the secretary.

## Section 4: Duties of the Secretary

The Secretary shall keep account of all notices to Club members, through email, posting on the Club bulletin board and website. The secretary is responsible for communicating notice of Board meetings, taking meeting minutes and posting these on the Club website and bulletin board. The secretary shall also oversee updating of the club shadowbox. In the absence of a person to fill this roll, these responsibilities fall to the Second Vice-President.

## Section 5: 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 at each board and general meeting, or when requested by the President or Board of Directors. 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. The Treasurer shall have financial statements and information necessary for tax returns prepared and submitted to the Executive Board within a reasonable time following the close of the Club's fiscal year end. The Treasurer will deliver the records to an outside accountant who shall prepare the tax returns. The treasurer shall perform other duties assigned by the Executive Board that are consistent with the position's purpose.

## Section 7: Nomination Team

### Section 7-A: Membership

At the February meeting, the Executive Board shall choose a nominating team comprised of the Second Vice President and two other members of the current Board of Directors, and at least three additional members in good standing.

### Section 7-B: Duties

The Nomination Team shall meet during the first two weeks of March to elect the Committee Chair and to nominate candidates for the expiring Board positions, taking into consideration nominations proposed in writing by the general membership. The Team shall present a slate of candidates that will assure that the makeup of the full Board will comply with the conditions listed herein. The Team shall post the slate

of nominees by April 15th on the Club bulletin board. It shall create ballot forms listing the eligible candidates and the office for which they are running. The ballot must be cast in person at the annual meeting. The Team shall reconvene at the designated time during the annual meeting to count votes. The Team will present results to the Membership prior to the end of the annual meeting.

#### Section 7-C: General Membership Nominating Procedure

Nominations to be considered by the Nominating Committee may be submitted by the general membership in writing on forms provided by the CFSC on the Club website. Such forms must be signed and dated by the nominator and placed by April 1 in a sealed envelope, addressed to the nominating committee, in the Club box at the rink, or can be scanned and attached as a .PDF to an email to the Second Vice President with "NOMINATION" in the subject line.

Section 7-D: After nominees have been communicated to the board, the executive board will confirm eligibility, and then notify member of nomination. Upon acceptance of their nomination, nominees will communicate their qualifications and reason they wish to fill that particular office. A list of nominees and these qualifications will be emailed out to the club a minimum of 2 weeks prior the election.

#### Section 8: Elections and Method of Voting

Voting shall be by written ballot by eligible voting members. Eligible voting members are all members in good standing and 18 years of age or over. The candidates receiving the highest total votes cast shall be elected subject to the restrictions of the bylaws. For the purpose of counting votes, blank ballots cast for a person who is not a candidate for election will not be included in the total ballots cast to determine a majority. A quorum, as defined in Article IX, Section 3 shall be necessary for the election to be valid.

#### Section 9: Provisions for Replacing a Board Member

If a board vacancy occurs, the President will appoint, with the approval of the Board, a Club member in good standing and qualified under the provisions herein to serve the remaining term. If a vacancy occurs in the Presidency, the First Vice-President shall automatically assume the Presidency, the Second Vice President will take on the responsibilities of the First Vice President, and a new Second Vice President will be appointed accordingly. If a vacancy occurs in any other office of the Club, excluding non-elected directors, the Executive Board shall elect a replacement from the remaining members of the Board.

### **ARTICLE V: THE BOARD OF DIRECTORS: THEIR DUTIES AND POWERS**

#### Section 1: Meetings

The Board of Directors shall meet monthly, with no less than nine (9) meetings during the Club year. The location of such meetings shall be determined at the time the meeting date is set. The date of such meetings shall be set by the President, or in his/her absence, by the First Vice President. Additionally, any one of the five (5) members of the Executive Board may call a board meeting upon ten (10) days written notice to all board members. The members shall be informed of the time and place of the meeting and the purpose for which it is being called. Notice of each meeting will be emailed to members, posted on the Club website, and posted on the Club bulletin board at XIC.

#### Section 1A: Attendance

All Executive Board members are expected to attend every scheduled meeting in person. In cases of illness or emergency, attendance via electronic methods (ie: phone conference, video conference, etc.) will be acceptable on a case by case basis.

The Annual Meeting of the entire membership will be held at the Awards Banquet, typically held on the first Sunday of June each year. Voting for the Executive Board for the upcoming Club year will take place at this meeting. This meeting must be attended in person for votes to count.

#### Section 2: Quorum

A simple majority of voting members of the Board shall constitute a quorum if at least three officers are present.

#### Section 3: Authority

The Executive Board shall have entire authority in managing the affairs and finances of the Club and shall have general control of all of its property. It is the duty of the board to act in an ethical and transparent manner.

#### Section 4: Rules

The Executive Board shall make such rules as they deem necessary respecting the use of the Club's property, prescribe rules for the admission of guests, fix penalties for offenses against the rules, and may 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 of Directors.

#### Section 6: Indebtedness

The Board of Directors shall have the power to limit the indebtedness of a member to the Carolinas Figure Skating Club.

#### Section 7: Membership

The Board of Directors shall have final authority regarding the requirements for and status of an individual's membership in the Club. Persons desiring to change their home Club designation to CFSC must first secure a written statement from their current Home Club which declares that the departing member has satisfied all financial obligations to that Club.

#### Section 8: Suspension or Expulsion

The Board of Directors shall have the power to suspend or expel any member for violations of the Constitution and Bylaws or for conduct which they deem improper, but no member shall be expelled or suspended for more than ten days without a hearing, outlined in Article IX – Conduct and Discipline, if requested by the suspended member.

#### Section 9: Drop, Reinstate, or Readmit to Membership

The Executive Board may drop from the CFSC roster any delinquent member and/or reinstate such members, and may readmit a member whose resignation has been fully accepted by the Board or whose membership had been suspended or expelled.

#### Section 10: 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 11: Delegates to USFS

The Board of Directors shall elect a delegate or delegates to the USFS governing council annual meeting. The number of delegates is determined by USFS based on the number of registered Club members in the preceding fiscal year, in accordance with the USFS Bylaws, Article XV. The Club secretary shall inform the association's secretary, in writing, of the name and address of such delegate(s). Such delegate(s) shall be the sole representative(s) between the Club and the USFS and shall attend USFS meetings, either in person or by proxy. The Club will pay the traveling expenses of the delegate(s) to the association's annual meeting in accordance with the current guidelines set forth by USFS, and by the IRS.

#### Section 12: Budget

The Executive Board shall prepare and submit an annual operating budget for the following Club year, including anticipated expenses and proposals for sources of funding. This report shall be presented and voted upon by the general membership at the Annual Meeting.

#### Section 13: Forfeiture of Office

Section 13-A: The office of a board member shall be vacated by that very fact, if the holder:

1. is legally found to be of unsound mind.
2. is convicted of a criminal offense;
3. resigns the office by notice in writing to the Club;
4. is no longer a member of the Club in good standing;
5. has three consecutive and unexcused absences from regularly scheduled Board of Directors' meetings, and the remaining member of the Board vote unanimously to remove said person from the Board;
6. is guilty of malfeasance as to their Club position;
7. is found by the Board to not be performing the duties of their Office.

Section 13-B: The office of a board member also shall be vacated by that very fact, if the holder demonstrates difficulty following the "Board Members Creed," the provisions of which are:

1. to know and understand the mission of the CFSC;
2. to support the mission and fellow board members unconditionally;
3. to disagree respectfully and seek consensus on all issues;
4. to check personal agendas at the door of every board meeting;
5. to sign the board member agreement, the ethical behavior and conflict of interest forms;
6. to abstain from voting on issues that present a conflict or even a perceived conflict of interest;
7. to commit to all the duties of the position; and
8. to act in good faith and in a manner consistent with the best interest of the CFSC.

## **ARTICLE VI: STANDING COMMITTEES**

The Standing committees shall be: 1. Membership; 2. Hospitality; 3. Test; 4. Competition; 5. Consignment; 6. Sanction; 7. Parent; 8. Coaches' Liaison; 9. Communications 10. Synchronized Team; 11. Jr. Board, 12. SafeSport; as well as other committees as the Executive Board deems necessary. With the exception of Jr. Board, Committee Chairs shall be appointed by the Board of Directors at their first regular meeting after the annual elections. Committee Chairs will appoint their respective committee members and report their names to the board.

### **Section 1: Membership Committee**

The Membership Committee shall consist of a Chairperson. The Chair may appoint an assistant as needed, and report any such assistant to the Executive Board. They shall investigate and pass upon the qualifications of all candidates for membership and report their conclusions to the Board of Directors. 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. They shall welcome visitors to the rink and shall invite good prospects to apply for membership. They will maintain a current roster of members that includes names, addresses, phone numbers, and email addresses, and update USFS records accordingly. They shall maintain and update records in a timely manner so that renewals can start processing online by June 1 of each year.

### **Section 2: Hospitality Committee**

The Hospitality Committee shall consist of one or more members. They shall be responsible for organizing staff, food, and beverages for Judges, Coaches, and Volunteers during Club hosted events by utilizing phone trees to contact volunteers and online signup forums to have members donate items. The Hospitality Committee will also assist in organizing the annual Awards Banquet, including the procurement of raffle items.

### **Section 3: Test Committee**

The Tests Committee shall consist of one or more members who shall have complete charge of giving all U.S. Figure Skating tests, of setting dates and obtaining approved U.S. Figure Skating judges for the tests. The committee shall have the responsibility of determining the eligibility requirements of all participants in such tests. The committee shall operate within the Test Rules as prescribed by the current Official U.S. Figure Skating Rulebook. The committee shall perform other duties assigned by the Board that are consistent with the committee's purpose.

### **Section 4: Competition Committee**

The Competition Committee shall have two or more members who shall have charge of all Club competitions. The committee shall have the responsibility of determining the eligibility requirements of all participants in such competitions. The committee shall operate within the Competition rules as prescribed by the current Official U.S. Figure Skating Rulebook. The committee shall perform other duties assigned by the Board that are consistent with the committee's purpose.

### **Section 5: Consignment Committee**

The Consignment Committee shall consist of a one more members. The chairperson shall manage and/or delegate all details related to Club consignment sales, including: registering merchandise, keeping sales records, and requesting payment to members. Consignment committee members will be responsible for bringing out the racks during Learn-To-Skate and other events.

## Section 6: Sanctions Committee

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 7: Parent Committee

The parent committee shall be composed of one or more members who will; possess a good knowledge of skating and its disciplines, serve as a liaison between parents and the Executive Board, promote and assist with parent education.

## Section 8: Coaches' Liaison

The Coaches' liaison shall consist of one or more members to serve as liaisons between the coaches, the board, and the members.

## Section 9: Communications Committee

The Communications Committee shall have 1 or more members, including the Second Vice President. They shall introduce and promote the Club to the public, distribute information to Club members and the public through any form of communication (including, but not limited to, web sites, bulletin boards, newspapers and magazines), maintain the history of the Club during each membership year, create and maintain signage for competitions and events and perform other duties assigned by the Board that are consistent with the committee's purpose.

## Section 10: 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.

## Section 11: Junior Board

The Jr. Board shall consist of 1 or more members to be a liaison between the Executive Board and Junior Board representatives.

## Section 12: SafeSport committee

The SafeSport committee shall consist of one or more members who will be SafeSport certified, and be responsible for the implementation and coordination of the US Figure Skating SafeSport Program within CFSC. They will serve as a liaison for the US Figure Skating SafeSport program and work within their local club to facilitate implementation of all aspects of SafeSport Program.

## **ARTICLE VII: BOARD MEETINGS AND MEMBERS**

The Chairs of the standing committees, if not already board members, may be requested by the President to attend any meetings of the Board of Directors. They may enter into and take part in all discussions, but may not vote. Any member in good standing of the Carolinas Figure Skating Club may attend meetings of the Board of Directors.

## **ARTICLE VIII: MEMBERSHIP**

### Section 1: Geographical Scope

Membership eligibility will not be restricted to 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 not hold office or vote.
4. Junior Associate Member: under 18 years, may not hold office or vote.

### Section 3: Classes of Membership

There shall be ten (10) 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, competitions, and attend skating sessions under the same rules governing active members. Honorary members have no vote unless otherwise provided. 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 then, they shall have a vote. They shall have no claim on the assets of the Club.
9. Life Membership: Persons who have been members of the Club for twenty consecutive years are eligible for Life Membership in the Club. Life members are honored at the Club banquet during their 20<sup>th</sup> year of membership. They are entitled to all membership privileges and are not required to pay any Club membership dues. To be included in the Club roll, the life member shall complete a paper membership application for each membership year (July 1 – June 30).

10. Non-Skating Membership: For a reduced fee, persons may join the Club and are eligible to vote and participate in all non-skating activities of the Club.

Section 4: Application for Membership

Application for active membership must be submitted online via EntryEeze or mailed to the Membership Chair. A paper application can be obtained by from the Membership Chair, at the rink on the Club bulletin board. 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 for Dues

The Treasurer shall notify by mail any member in arrears for dues or in other indebtedness to the Club at such member's last known address by the Treasurer. 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 for Dues Restrictions

No member in arrears for dues, or other indebtedness, shall be eligible to hold office, to vote, or to enter in any Club tests, competitions or shows.

Section 7: Resignation

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

Section 8: Responsibility for Guests

Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's property or functions at their request.

Section 9: Board Approval for Competition, Test or Exhibition

No member of the Club shall make entry in the name of the Club in any competition, test or exhibition except with the written approval of a member of the Board of Directors or someone designated by the Board of Directors to approve such application for entry.

**ARTICLE IX: CLUB MEETINGS**

Section 1: Time

There shall be an annual meeting of the Club membership on the first Sunday of June for presentation of the Annual Report, the election of the incoming Board and Officers, and to impart any pertinent information.

## 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: Quorum

Ten Percent of the voting membership in good standing shall constitute a quorum for the election, or other matters for which the general membership is eligible to vote as provided for herein. 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.

## Section 4: Notices

Notices of regular and special meetings shall be posted by the Secretary at least five days prior to the date of the meeting.

## Section 5: Special Meeting Limitation

Notices of Stated and Special Meetings shall be posted on the Club bulletin board and sent to the membership via email by the Secretary at least ten (10) days in advance. No business shall be transacted at the special meeting except that of which notice was given.

## Section 6. Place of Meetings:

The Board may designate any place within Union County and contiguous counties including those in South Carolina. Meetings held outside these counties must be approved by a majority vote of the Executive Board.

## **ARTICLE X: DISCIPLINE**

### Section 1: Additional Disciplinary Actions

In addition to the disciplinary procedures instituted for the arrears for dues as previously explained, the following situations will be referred automatically to the Board of Directors for disciplinary action:

1. Participation in a non-sanctioned skating activity.
2. Unsportsmanlike conduct
3. Direct disregard for the Code of Ethics to which all Club members are expected to adhere, as described in U.S. Figure Skating General Rules.

### Section 2: Member Responsibility and Agreement

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:

1. I will not verbally or physically abuse any of my fellow members, other USFS members, USFS officials, Club Board Members, volunteers or coaches.
2. I understand that poor sportsmanship, on and off the ice will NOT be tolerated.

3. 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)
4. 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.
5. 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
6. I will refrain from coaching my child or other members during any on and off ice sessions.
7. I will not verbally, mentally or physically abuse any Club members, coaches, Club officers, board members, officials, other member parents or volunteers.
8. I will represent myself positively and not undermine the authority of coaches, Club board members or officers, officials or other Club volunteers.

## **ARTICLE XI: GRIEVANCES AND CONFLICT RESOLUTION**

### Section 1: SafeSport

U. S. Figure Skating has instituted a SafeSport Program to help curtail bullying, intimidation, and other inappropriate behavior. Their process allows for a confidential and impartial method of reporting and investigation. Please refer to the USFS website for a description of behavior that is covered by the SafeSport program and how to file a grievance.

### Section 2: Filing a Grievance with the Club

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, without 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 your situation does not fall under the purview of SafeSport, and 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 attached to the end of this document.

## **ARTICLE XII: 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 and Lifetime Members will be required to pay an annual registration fee, which will be due on or before June 30th. 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 reminders will be emailed to current members at least (30) days prior to payment due date. New members may obtain application forms on the Club website, on EntryEeze, or contact the Membership Committee Chairperson and request an application form. Memberships renewed on or after July 1st will be subject to a \$25 late fee.

### Section 3: Skating Dues:

Dues and skating fees shall be fixed from time to time by the Board of Directors and shall be payable upon notice to the Treasurer of the Club within the time limit specified by the Board of Directors.

### 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.

## **ARTICLE XIII: PARLIAMENTARY PROCEDURES**

### Section 1: Order of Business

At stated and special meetings, the following order of business shall be observed:

1. Roll call (a counting of voting members present for quorum determination.)
2. Reading of minutes of previous meeting.
3. Report of Officers.
4. Report of Committees.
5. Elections of Directors.
6. Unfinished (old) business

7. New business
8. Adjournment

## Section 2: Rules of Order

### Section 2-A: 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-B: 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 2-C: Motion To Reconsider

A motion to reconsider must be made by a member who voted with the majority, and at the same or succeeding minute.

### Section 2-D: 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 2-E: Robert's Rules of Order

All questions of parliamentary practice not herein provided for shall be determined in accordance with "Robert's Rules of Order."

## Section 3: E-mail Voting by Members of the Board of Directors between Board Meetings.

When time is of the essence, the President may conduct a vote on Club business by e-mail. The Chair of the Vote shall be either the President or an officer of the Club appointed by the President. The Chair of the Vote shall distribute to all eligible voting board members by e-mail the proposed motion and relevant materials. Only eligible voting board members shall participate in any discussion of the proposed motion. A motion decided by e-mail must be approved or disapproved by a two-thirds majority of the

voting board members. The Chair of the Vote shall contact personally any eligible voting board member who has not cast a vote within a reasonable time as the Chair determines. Votes are final when cast. The Chair of the Vote shall e-mail the results to the voting board members as soon as possible. At the next board meeting, the Chair of the Vote shall present the result, a summary of the e-mail discussion, and a list showing the members who voted and how each voted to the Club secretary for inclusion in the minutes of this meeting.

#### **ARTICLE XIV: 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 XV: AMENDMENTS TO BYLAWS**

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

# 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:

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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?

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Total number of pages attached

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

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Total number of pages attached

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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.

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## CONFLICT OF INTEREST DISCLOSURE FORM

Pursuant to U.S. Figure Skating's Code of Ethics, I hereby disclose that I or members of my immediate family have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with my position with or relation to Carolinas Figure Skating Club (CFSC), might be required to be disclosed pursuant to CFSC and U.S. Figure Skating's Principles of Ethical Behavior and Conflict of Interest. Check "NONE" where applicable

<p>Gifts, Loans and Favors</p>	<p>You may not request or receive gifts, loans or favors that tend to influence you in the discharge of your duties with CFSC. This rule does not apply in the case of an occasional nominal gift of insignificant value in the normal course of business.</p> <p>Identify any gifts, loans or favors described above that you have received</p>	
<p>Confidential Information</p>	<p>Identify any confidential information pertaining to CFSC, its officers or officials that you have used or disclosed for any purpose other than to carry out your duties and obligations to CFSC.</p>	
<p>Incompatible Employment</p>	<p>Identify any circumstances in which you or your immediate family is an employee, partner, officer or owner of a business entity that renders services to or does business with CFSC.</p>	
<p>Outside Interests</p>	<p>Identify any business in which you are or any member of your immediate family holds an ownership in a closely held business entity (including a sole proprietorship, corporation, limited liability company or partnership) or a 5% or greater interest in a public company that does business with CFSC.</p>	
<p>Interest Acquired</p>	<p>Identify any interest you have acquired in any contract or transaction at a time you believe or had reason to believe that such interest would be affected by any action of CFSC.</p>	
<p>Other Conflicts</p>	<p>A conflict of interest can be considered to exist in any instance where your actions or activities on behalf of CFSC also involve obtaining an improper gain or advantage or involve an adverse effect on CFSC interest, or in instances where your actions are improperly influenced by another person.</p> <p>Identify any such circumstances that give rise to a possible conflict of interest you may have in your service to CFSC</p>	

I hereby agree to report to the CFSC Executive Board any future conflicts of interest if any other conflicts develop before completion of my next conflict of interest form.

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Full Name (Print or)

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Carolinas Figure Skating Club Position:

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Signature

Date

## **BYLAWS CERTIFICATE**

The undersigned certifies that he/she is the Secretary of Carolinas Figure Skating Club and that he/she is authorized to execute this certificate on behalf of said Club and the foregoing is a complete and correct copy of the presently effective Bylaws of the Club.

Dated: \_\_\_\_\_

Name: \_\_\_\_\_