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**Club Name:** Brooke & Alvinston Skating Club

**Incorporation Date:** March 1986

**Constitution Revision Date:** November 2008

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## CONSTITUTION OF THE

BROOKE & ALVINSTON SKATING CLUB

Name of Club

1000343

Club Number

March 1986

Date of Incorporation

November 2008

Date of Revision to Constitution

### Article 1.

The Name of the Club shall be **BROOKE & ALVINSTON SKATING CLUB** hereinafter called The Club.

### Article 2.

- a) Brooke & Alvinston Skating Club shall be a member of Skate Canada.
- b) Brooke & Alvinston Skating Club shall pay such fees and such other charges as shall be required of clubs by Skate Canada. (Skate Canada By-law 1201 (1) © (ii))
- c) Brooke & Alvinston Skating Club is located in the **WESTERN ONTARIO** Section of Skate Canada.  
NOTE: See Skate Canada By-law 1503 for definition of Sections.

### Article 3.

#### PURPOSE

- a) The purpose of the club shall be to encourage the instruction, practice, enjoyment and advancement of it's members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) Brooke & Alvinston Skating Club, with regard to any aspect of it's operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada (By-law 1201 (1) (c) (iv)).
- c) Brooke & Alvinston Skating Club shall protect the eligibility status of it's members. Brooke & Alvinston Skating Club shall not take or omit any action that would knowingly jeopardize the eligible status of it's members.

#### **Article 4.**

##### **BY-LAWS**

- a) The By-Laws, appended to this Constitution, shall describe the organization and functions of Brooke Alvinston Skating Club, and the means by which members of Brooke & Alvinston Skating Club may elect the Club Executive and control the property and activities of Brooke & Alvinston Skating Club.
- b) The Rules and Regulations of Skate Canada and those of the Section in which the club operates shall take precedence over any Club By-laws (Skate Canada By-law (1) (c) (iv)).
- c) Any By-law contrary to the Rules of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada by-law relating to that Club. (Skate Canada by-law 1201 (1) (c) (iv)).

**BY-LAWS OF THE**  
**BROOKE & ALVINSTON SKATING CLUB**  
Name of Club

**MEMBERSHIP**

**By-law 1**

Membership in the club shall be open to all, irrespective of sex, age, creed or colour.

**By-law 2**

All members shall uphold, observe and conform to the rules of Skate Canada, the by-laws of the club and such regulations as set forth from time to time by the Executive of the Club.

**By-law 3**

Members of the Club shall be registered with Skate Canada and pay such registration fees to the Association as set by Skate Canada Board of Directors. (See Skate Canada by-law 1201 (1) (c) (xi), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

**By-law 4**

To be considered in good standing, all members of the club must pay club fees as are stipulated by the club Executive. Members will not be permitted to take part in any club activities if these fees are not paid within **30** days of the date set for payment. Members in arrears shall be considered as having terminated their membership.

**By-law 5**

Fees, skating rules and skating hours shall be as the Executive decides from time to time. Club membership shall commence on the first day of Skate Canada skating year, 1 September or the date that the fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada year, 31 August.

**By-law 6**

The Executive may, by written notice, terminate membership of a member for acting contrary to the Rules and Regulations of Skate Canada or the Brooke & Alvinston Skating Club. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual, if he/she so desires, shall have the right of appeal to the Executive and to a General Meeting of members. (Skate Canada By-law 1204).

**By-law 7**

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

- **Individual Membership:** Non-skating members who have paid the fees as set by the Brooke & Alvinston Skating Club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote.
- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 have one vote each. (Underage Active Members have no vote but may be represented by Special Members) Note that if rights and privileges differ between Skating Programs, this differentiation must be clearly specified.
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Brooke & Alvinston Skating Club and are Associate Members of Skate Canada.
- **Partial Membership:** All eligible skaters who are Associate Members or Restricted Member of Skate Canada through another HOME club and have paid a reduced fee as set by the Club. NOTE: The conditions granted under this partial membership may be added here (eg. Ice time for practice only, no lessons, no vote, may not hold office).

- **Honorary Membership:** The Annual Meeting of members may elect any person an Honorary Member of the club. An Honorary Member shall be exempt from club dues (but not Skate Canada dues) and shall not have interests in the assets of the Club.
- **Restricted Membership:** A restricted member is an individual who is a paid employee (of the club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions.

**NOTE:** See Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (1) and (2) and Rule 2001.

## **LIABILITY**

### **By-law 8**

The Brooke & Alvinston Skating Club shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor to the Brooke & Alvinston Skating Club regardless of the reason or nature of such damage, loss or injury; and further, every member, guest or visitor shall use the Brooke & Alvinston Skating Club's facilities at his or her own risk. The Brooke & Alvinston Skating Club shall participate in the Skate Canada Club Liability and Member Accident Insurance Programs (Skate Canada By-law 1201 (1) (c) (viii)).

## **CLUB MANAGEMENT**

### **By-law 9**

The members of the Executive, members and Chairs of committees and the Brooke & Alvinston Skating Club Delegate to Skate Canada must be members in good standing of the Brooke & Alvinston Skating Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

### **By-law 10**

The general management of the Brooke & Alvinston Skating Club shall be vested in an Executive consisting of: immediate Past President, President, Vice-President, Secretary, Treasurer, **10** Director (s) at large and a Coaching Representative (Skate Canada By-law 1201 (1) (c) (ii)).

### **Select method of electing Club Executive Members:**

The general membership shall elect **14** people (total number of Executive members with the exception of the Past President and the Coaching Representative, to serve on the Executive for a **1 year term**. The elected Executive will then, in closed session, select the President and other Officers from among themselves.

**NOTE:** Six members are suggested as the average requirement.

### **By-law 11**

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

### **By-law 12**

The quorum of the Executive shall consist of 8 members of the Executive, including the Chair. **NOTE:** a quorum for executive meetings shall be 50% of the total number of Executive Members plus 1.

### **By-law 13**

Casual vacancy occurring in the Executive may be filled by members appointed through a majority vote of the Executive, or in the case of the Coaching Representative, by the coaching staff.

### **By-law 14**

If an Executive Member is absent for more than **3** consecutive scheduled Executive meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executive.

**By-law 15**

The President shall act as Chair of all executive and general meetings. In his/her absence, the Vice-President will fill this duty.

**By-law 16**

The Treasurer shall be responsible for the safe control of all club funds, for preparing and submitting to the Executive an annual budget and keeping such records as are required for audit. Any two of the President, the Vice-President, Secretary (if needed) and the Treasurer shall sign all cheques and legal documents.

**By-law 17**

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for executive and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

**By-law 18**

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

**By-law 19**

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

**By-law 20**

All Club Executives and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

**By-law 21**

Rules of order for all meetings, General and Executive, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the by-laws or special rules of the Association ( Skate Canada By-law 1603).

**SKATE CANADA CLUB DELEGATE****By-law 22**

The Club Delegate to Skate Canada or alternate shall be appointed annually by the Executive. The Delegate need not be a member of the Executive. Skate Canada National Office shall be advised of the appointed delegate's name. (Skate Canada By-law 1305 (1) (a) (b), and Skate Canada By-laws 1306 (2) (a) and (b)).

**ANNUAL MEETING****By-law 23**

An Annual meeting shall be held within 45 days of the close of the skating season. Other general meetings may be held from time to time upon the request of the Executive or upon written request of 10 Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 15% percent of the eligible-voting members. Skate Canada By-law 1201 (1) (c)(i) requires that each club hold an annual meeting. Note that the required quorum should be 15% of our voting membership.

**By-law 24**

Written notice of all Annual General Meeting and Special Meetings shall be provided 10 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws and a complete list of the candidates nominated for elections.

**By-law 25**

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

**By-law 26**

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

**NOTE:** Special Members shall be restricted to one vote per family regardless of how many children are in the family.

**By-law 27**

The order of business at an Annual General Meeting or Special Meetings of the Club shall be as follows:

- Minutes of the preceding General/Special Meeting
- Confirmation of the actions taken by the Executive
- Secretary's Report
- Treasurer's Report
- Other Reports
- Election of Executive Members
- Amendments of Constitution and By-Laws
- Appointment of Auditors
- New Business
- Adjournment

**AMENDMENTS****By-law 28**

Any member of the Brooke & Alvinston Skating Club, in good standing, may propose an amendment to the Constitution or by-laws of the club. This proposal must be submitted in writing to the Executive of the Club. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

**By-law 29**

By-laws may be enacted or amended by a majority vote of the Executive whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

**By-law 30**

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual or General Meeting of the Club.

**By-law 31**

All amendments become effective immediately following the Annual General Meeting if they are passed unless the motion of amendment specifies otherwise. All such amendments shall be submitted to the Skate Canada National Office. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada rule and/or by-law.

**FUNDS****By-law 32**

The Treasurer shall deposit all funds in such banks or other institutions as may be designated by the Executive.

**By-law 33**

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

**By-law 34**

An Auditor designated by the Executive shall make an audit of the financial transactions of the Club each year (August 31 thru September 1 being the year) and the audited statement shall be made available to the membership of the club.

**By-law 35**

In the event that the club ceases to exist, the net assets from liquidation shall go to the **organization of choice of that years executive.**

**COMMITTEES**

Committees listed below are the most likely 'standing' Committees that a club will require. Other Committees may be added as necessary. Please indicate which Committees form part of your club.

**By-law 36****Carnival Committee:**

This committee shall be responsible for the planning and production of the carnival. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chair of the Carnival Committee.

**By-law 37****Nominating Committee:**

The nominating committee shall consist of four members, two from the Executive and two from the membership. This committee is responsible for selecting at least a full slate of candidates for election to the Club Executive and shall present such a slate to the Executive no later than 21 days before an Annual Meeting in the year which an election is to be held. Other nominations may be made by any member in good standing by a written submission to the nomination committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

**By-law 38****Ice Committee:**

This committee shall be responsible for planning the ice requirements and scheduling for all sessions and test days of the Club. This committee shall also be responsible for the supervision of the skating sessions and for the preparation of rules governing behaviour on or around the skating surface.

**By-law 39****Test Committee:**

This committee shall be responsible for arranging and supervising all tests (in consultation with the appointed referees) and obtaining judges for Skate Canada tests and competitions, keeping Club records of Tests, preparing Test records for forwarding to Skate Canada and for the encouragement of potential Skate Canada judges. In addition, this committee shall assist the Section Judges Chair.

NOTE: See Skate Canada Rules 2500 and 4301 (1) and (2).

**By-law 40****Finance Committee:**

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

**By-law 41****Music Committee:**

This committee shall arrange for music at Club sessions, purchase music as approved by the Executive and ensure, where appropriate, that Skate Canada and other suitable Dance music is available for practice and tests.

**By-law 42**Skating Programs Committee:

This committee shall be responsible for promoting and organizing sessions for all club skating programs in consultation with the clubs' coaching staff. The committee will also conduct skater/parent orientation sessions. It is also charged with ordering skating program supplies, maintaining skaters progress records and offering well organized, high quality, standardized skating programs that are fun for participants, coaches and volunteers.

**By-law 43**Membership Committee:

This committee is responsible for promoting and developing membership in the club by informing the public of club programs, special activities and dates of club registration. It will be the committee's responsibility to produce posters, videos and other promotional material and to speak to interested groups regarding the various programs offered by the club.

**By-law 44**Synchronized Skating Committee:

This committee shall be responsible for obtaining a coach or coaches for the club teams(s), appointing a Synchronized Committee chair who sits as a member of the club executive, appointing people to be in charge of team finances, team management, fundraising, costumes and any other area deemed necessary for effective administration of a Synchronized Skating Team. It will also coordinate club team activities, arrange for team tryouts and practice times in consultation with the team coach; register teams in competitions, making all travel and accommodation arrangements and contact the Section Synchronized Chair for technical information and locations of Synchronized Skating Competitions. The committee must ensure that all club teams abide by the rules contained in Section 6000 of Skate Canada Rulebook, Policies and Procedures and other rules as they may apply.

**By-law 45**Fundraising Committee

This committee shall organize fundraising activities to supplement funding for club activities. It will be the committee's responsibility to advertise, distribute and promote the fundraising for the club. The committee will also be responsible for collecting, ordering and keeping track of profits made by the event.