

BYLAWS

OF

STARLIGHT ICE DANCE CLUB  
of the Twin Cities

Member Club of  
The United States Figure Skating Association

ADOPTED: January 15, 1995

AMENDED: May 2, 2005

ARTICLE I

NAME

Section 1: NAME

The Organization shall be known as Starlight Ice Dance Club of the Twin Cities.

ARTICLE II

PURPOSE

Section 1: PURPOSE

The purpose of the Starlight Ice Dance Club of the Twin Cities (the Club) is: to encourage the instruction, practice and advancement of the members in ice dancing, and to promote ice dancing to the public; to provide entry level social ice dancing sessions to all ice dancers, and to provide a communication network for all ice dancers in the Twin Cities; to encourage and cultivate a spirit of fraternal feeling among ice skaters and between skating clubs; to sponsor, produce or cooperate in the production of amateur ice carnivals and shows; to provide a link between skaters and the U. S. Figure Skating Association (USFSA) for the purposes of testing and competition; 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 and objectives of the USFSA.

ARTICLE III

DUTIES OF OFFICERS

The officers shall be President, Vice-President, Secretary, and Treasurer. No person shall hold more than one office at the same time. The Board has the power, whenever they deem it necessary, to appoint an acting officer and/or assistant, chair, or committee.

Section 1: DUTIES OF PRESIDENT

It shall be the duty of the President, unless this authority is delegated by the Board to another officer or agent of the Club, to take charge of the Club; to preside at all meetings of the Club and of the Board. The President shall have general active management of the business of the Club; the responsibility to see that the orders and

resolutions of the Board are carried into effect; the authority to sign and deliver in the name of the Club contracts or other instruments pertaining to the business of the Club, pending approval of the Board; the power to suspend any member for violation of the Bylaws, or other rules of the Club, pending approval of the Board; and the authority to call special meetings and club meetings.

#### Section 2: DUTIES OF VICE-PRESIDENT

It shall be the duty of the Vice-President, unless this authority is delegated by the Board to another officer or agent of the Club, to assist the President in the discharge of their duties and in their absence to assume their duties and officiate in their stead. The Vice-President shall be presented as a candidate for President for the following year, if this remains acceptable to the Vice-President and the membership.

#### Section 3: DUTIES OF SECRETARY

It shall be the duty of the Secretary, unless this authority is delegated by the Board to another officer or agent of the Club, to keep the minutes of the meetings of the Club and the Board, and to supervise all reports and documents connected with the business of the Club; to supervise keeping of a roll of membership together with dates of their enrollment and a record of all members elected, deceased, suspended or expelled; to receive all applications for membership, to notify the applicant of their acceptance and to make available the Bylaws and rules of the Club. The Secretary shall supervise the correspondence of the Club, prepare and issue notices of all meetings of the Club and the Board. The Secretary shall maintain an archive of club documents including the meeting minutes of the Board and general membership, current copies of the Bylaws and amendments, voting records, accounting records and, if the Club incorporates as a non-profit organization, the articles of incorporation. It is also the duty of the Secretary to send notices to "Skating" magazine regarding the Club's activities.

#### Section 4: DUTIES OF TREASURER

The Treasurer, unless this authority is delegated by the Board to another officer or agent of the Club, 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 annually and when requested by the President or Board. The Treasurer shall collect fees from skaters who contract for club ice and from drop-in skaters who attend single skating sessions on an irregular basis. The Treasurer also receives membership dues directly or from the Secretary and submits payment to the USFSA of that organization's portion.

Funds shall be deposited in the name of the Club in a bank approved by the Board or in securities approved by the Board. All disbursements by check under the amount of \$1500.00 shall be signed by the Treasurer or the President or another designated officer or member of the Board. All disbursements above \$1500.00 must be signed by the Treasurer and the President or another designated officer or member of the Board.

### ARTICLE IV POWERS AND DUTIES OF THE BOARD OF DIRECTORS

There shall be a Board of Directors composed of three (3) regular adult members (over 18 years old) of the Club and the four elected officers. No fewer than four of the seven Board members must be members who actually skate.

#### Section 1: MEETINGS

The Board shall meet at least once in 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 their absence, by the Vice-President.

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

#### Section 2: QUORUM

Four (4) members of the Board shall constitute a quorum.

#### Section 3: AUTHORITY

The Board shall have final 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 in them.

However, board officers and members are not paid for their services to the Club and are not, therefore, individually liable for damages occasioned solely by reason of membership on or participation in board activities.

#### Section 4: RULES

The Board shall make such rules as they deem proper regarding the use of the Club's property; prescribe rules for the admission of non-members; set the amount of membership dues; limit the indebtedness of a club member; 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 Board.

#### Section 6: AUDITS

The Board shall audit records of Secretary, Treasurer, and of any committees.

#### Section 7: CANDIDATES FOR MEMBERSHIP

Membership in the Club shall be open to any person interested in participating in ice dancing if that person meets the eligibility requirements for membership in the USFSA. No candidate for membership shall be excluded from the Club on the basis of gender, race, religion, age, or affectional preference.

#### Section 8: SUSPEND OR EXPEL

The Board shall have the power to suspend or expel any member for violations of the Bylaws or for conduct which they shall deem improper, but no member shall be expelled or suspended without the right to a hearing (see Article VIII).

#### Section 9: READMIT TO MEMBERSHIP

The Board may at a regular meeting readmit to membership, without the payment of second initiation fee, any former member whose resignation has been fully accepted. Such readmission must be by ballot and two negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six months after rejection.

#### Section 10: DROP AND REINSTATE TO MEMBERSHIP

The Board may as hereinafter provided drop from the roll any delinquent member and also may reinstate such members as hereinafter provided.

#### Section 11: COMMITTEES

The Board and the officers of the Club may appoint committees for the accomplishment of specific tasks if the need arises.

#### Section 12: USFSA DELEGATE

The Board shall appoint from among its registered members eligible, 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 USFSA Bylaws. The Delegate or Delegates shall be the 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 such appointment with the Association and the certificate shall be provided by the Association.

#### Section 13: CLERICAL ASSISTANCE

The Board shall have the authority to make, at their discretion, appropriations for clerical assistance to the Secretary and/or Treasurer.

#### Section 14: BOARD MEMBER LIMITATIONS

The office of the Board member shall be ipso facto vacated:

- 1) If the member is 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.

#### Section 15: DISTRIBUTION OF CLUB ASSETS UPON DISBANDMENT

Within six months of the date the club disbands, all remaining club funds will be used to purchase private club ice time.

### ARTICLE V

#### NOMINATION AND ELECTION PROCESS

#### FOR OFFICERS AND BOARD OF DIRECTORS

#### Section 1: QUALIFICATIONS OF CANDIDATES

Generally, all adult members of the Club have an equal right to run for and hold office.

A majority of the Board (4) must be members who actually skate. In order to hold office a member must be at least 18 years old. One and only one ineligible member (defined in Article VI), at any given time, may serve as a board member. Ineligible members are not allowed to serve as an officer of the Club.

#### Section 2: NOMINATIONS TO AN OFFICE OR TO THE BOARD

Members can nominate themselves, or may decline nominations. Nominations may be made in two (2) ways:

- 1) By members submitting written petitions containing nominations to the Secretary or President.
- 2) By a nominating committee of no more than three (3) members appointed by the President to solicit interested members to run for club offices.

### Section 3: ELECTIONS

Elections occur as follows:

- 1) OFFICERS: The President, Vice-President, Secretary, and Treasurer shall be elected at the stated annual membership meeting of the Club and shall hold office for a one year term, beginning immediately after election results have been confirmed, and end when their successors are elected.
- 2) BOARD OF DIRECTORS: Three (3) members of the Board shall be elected at the stated annual membership meeting of the Club and shall hold office for a one year term, beginning immediately after election results have been confirmed, and end when their successors are elected.

### Section 4: METHOD OF VOTING

All members shall receive a ballot and may vote by mail or in person at the annual membership meeting. Junior members under the age of sixteen shall have a parent vote for them. No household shall have more than two votes. Except as provided above, all adult members shall have the right to vote. Vote shall be by ballot and the one receiving the greatest number shall be elected.

### Section 5: VACANCIES

Vacancies in board positions and offices of the Club held by an elected representative and occurring during that individual's term of office will be filled by a vote among the remaining officers and board members.

### Section 6: RECALL FROM OFFICE

At any time, a proposal may be introduced to recall or remove an officer from office. Any member may introduce such a motion in one of the following ways: by a petition signed by 30% of the current members of the club; or by a resolution from the floor at a meeting of the membership which is voted for by 30% of the current members. A vote of the full membership will be held if the resolution to remove an officer is thus accepted. Two-thirds of the voting members must vote to recall an officer or board member before that office or board position is taken from the person holding it.

## ARTICLE VI CLUB MEMBERSHIP

### Section 1: GEOGRAPHICAL SCOPE

Membership shall not be restricted geographically.

### Section 2: APPLICATION FOR MEMBERSHIP

Applications for membership must be subscribed by the candidate, must state their name, address and phone number(s), must include the applicable registration fee, and must include an agreement to comply with the

Bylaws of the Club. Membership is not restricted on the basis of gender, race, religion, age, or affectional preference.

### Section 3: TYPES OF MEMBERSHIPS

**Full Member:** The member receives USFSA membership through the Club; each full member is allowed full voting rights and is allowed to serve as an officer or board member of the Club.

**Associate Member:** The member receives USFSA membership through another club; each associate member is allowed full voting rights, but is not allowed to serve as an officer or board member of the Club.

**Ineligible Member (as defined by USFSA):** The member receives USFS membership through the Club; each ineligible member is allowed full voting rights.

### Section 4: ARREARS FOR DUES

Any member in arrears for dues, or other indebtedness shall be notified in writing by the Secretary in person or at their last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the Secretary to the Board at their next meeting. The Board may drop from the roll the name of any such delinquent member. A member dropped from the roll for non-payment of dues, or other indebtedness, may, upon payment of same and at the discretion of the Board, be reinstated to full membership.

### Section 5: ARREARS FOR DUES RESTRICTIONS

No member in arrears for dues, or other indebtedness to the club shall be permitted to hold office, or be entitled to vote, or shall be permitted to apply for USFSA tests or competitions.

### Section 6: RESIGNATION

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

### Section 7: HONORARY MEMBERS

The Board, by a 2/3 majority, may elect honorary members at any meeting of the Club after recommendations. An honorary member shall be free from initiation fees, dues and/or assessments. They may represent the Club in exhibitions and attend ice skating sessions under the same rules governing active members. They shall not be nominated or elected to office or to the Board, but may be appointed by the Board to fill a vacancy, where only, they shall have a vote. Honorary members have no vote unless otherwise provided. They shall have no claim on the assets or property of the Club. They shall not represent the Club in competitions.

### 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 EXHIBITION, TESTING AND COMPETITION

No member or members of the Club shall make entry in the name of the Club in exhibition, testing or competition except with the approval of the Board, or someone given this authority by them.

The Club has been created to promote, encourage and provide opportunities for ice dance. However, we also wish to aid and encourage our members who want to develop in other branches of the sport as well. Any member of the Club who wishes to test or compete in another discipline will be permitted to do so as a member

of the Club, providing that this is acceptable to the USFSA.

## ARTICLE VII MEETINGS OF CLUB MEMBERS

### Section 1: Annual Meeting

There shall be at least one annual stated Club Membership meeting each year.

### Section 2: SPECIAL MEETINGS

The Secretary shall call special meetings at the direction of the President, or upon the written request of five club members in good standing.

### Section 3: SPECIAL MEETING LIMITATION

No business shall be transacted at a special meeting except that of which notice was given.

### Section 4: QUORUM

Twenty percent (20%) of all members in good standing, in attendance or by proxy, shall constitute a quorum for the transaction of business.

### Section 5: NOTICES

Notices of stated and special meetings shall be mailed or distributed by the Secretary to every member at least ten (10) days in advance thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

### Section 6: ORDER OF BUSINESS

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) Election of Officers
- 6) Unfinished Business
- 7) New Business
- 8) Adjournment

### Section 7: YEAS AND NAYS

If any two 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 at the meetings, and the vote so taken shall be recorded in the minutes.

### Section 8: TO RECONSIDER

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

#### Section 9: MAJORITY VOTE

Except as otherwise provided, all questions shall be determined by a majority vote.

#### Section 10: ROBERT'S RULES OF ORDER (LATEST REVISION)

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

### ARTICLE VIII CONFLICT RESOLUTION

#### Section 1: METHOD OF PROCEDURE

Any member or members having complaint against another member for the infraction of any law or rule, for other than skating rules, or for conduct injurious to the welfare of the Club, may report the same in writing to the Board. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any.

After receiving such complaint, a meeting of the Board shall be held as soon as practicable to investigate same. The complainant(s) and the member complained of shall receive at least seven (7) days notice of such meeting, and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, who shall in turn mail copies thereof to the complainant(s) and the member complained of.

An appeal from the decision of the Board may be taken to the Club within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall thereupon be called for the consideration of the case, and a two-thirds vote shall be necessary to reverse the decision of the Board.

### ARTICLE IX ADOPTION OR AMENDMENT OF BYLAWS

#### Section 1: AMENDMENT PROCEDURE

The Bylaws may be amended by vote of the general membership. A two-thirds majority of the returned votes will be required to adopt changes.