

**BYLAWS OF THE
BELLINGHAM FIGURE SKATING CLUB
Revised November 1, 2006**

I NAME AND CORPORATION

I.1 Name

The organization shall be known as the Bellingham Figure Skating Club.

I.2 Corporation

The club was incorporated under the Laws of the State of Washington, October 28th, 1993. Bellingham FSC is a non-profit corporation.

II PURPOSE

II.1 General

The purposes of the Club are: A) to create opportunities and foster support for members who participate in compulsory figures, free skating, pair skating, ice dancing, synchronized skating, basic skills and all types of figure skating in a friendly and safe atmosphere; B) to encourage and support members in Regional, Sectional, National and International competitions; C) to cultivate a feeling of community spirit among ice skaters; D) to recognize and support the diversity of the skating interests including both recreational and amateur competition of the Club members; E) 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; F) and, to carry out the general policies of the United States Figure Skating Association also known as US Figure Skating.

II.2 Specific Objectives

- A. Collect membership fees to be used in support of the activities of the club.
- B. Work with the management organization for the Sportsplex to establish ice rink times for holding practice skating sessions on a schedule most suitable to members of the Club.
- C. Coordinate ice skating sessions for members to practice their skills in a safe and friendly atmosphere.
- D. Hold fund raising activities to promote and support club activities.
- E. Hold special events including free skating and ice dance workshops. Competitions and ice shows
- F. Demonstrate support in the community for a public ice skating facility.

III MEMBERSHIP

III.1 Eligibility

Membership in the Club is open to all persons residing in the USFSA Northwest Pacific Region, upon application and payment of dues defined in III.2. Membership is also open to all other persons upon application and payment of dues with approval of the Board. Their activities shall be subject to the current USFSA rulebook and as stated herein.

(Proof of skill levels may be required for participation in some skating sessions.)

III.2 Dues

Annual Membership dues, as set from time to time by the Board of Directors, shall be payable on or before July 1st, and shall become delinquent on August 1st. In the case of a new member, the

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dues shall be payable upon application for membership.

III.3 Classes of membership

The Membership of the Club shall be divided into classes as follows: Full, Honorary, Ineligible and Associate

For setting of dues, the Board may create subclasses of memberships. All applicable dues and fees i.e.: skating rink rental, specialized coaching sessions, casting fees etc. All applicable dues fees must be paid to remain a member in good standing.

III.4 Full Members

Full members shall have full rights and privileges of the Club, including skating privileges. Only Adult Members registered with the U.S.F.S.A. shall have the right to vote.

III.5 Honorary Members

The Board of membership may from time to time elect any person as an Honorary Member of the club for life and such person shall be granted by the resolution by which they are selected, except that they shall pay no dues.

III.6 Ineligible Members

Ineligible Members are those members defined as "Ineligible" by USFSA and shall have the full rights and privileges of the Club, including skating privileges, except that they may not be Directors or Officers of the Club. Only Adult Members registered with the U.S.F.S.A. shall have the right to vote.

III.7 Associate Members

Associate members are those members who are registered with the U.S.F.S.A. but do not designate Bellingham Figure Skating Club as their home club. Associate Members shall not have the right to vote. They shall have skating privileges of the Club. They may have other privileges of the Club as granted from time to time by the Board of Directors.

III.8 Adult/Junior Members

For the purpose of voting and holding office, Members 18 years of age or older as of 60 days before the Annual Meeting shall be designated an Adult, and Members 17 years of age or younger shall be designated as a Junior.

III.9 Resignation

Any Member may withdraw from the Club by submitting their written resignation to the Secretary of the Club with payment of all outstanding dues and fees, and such resignation shall constitute a release and assignment of interest in the Club and its property.

IV GOVERNMENT

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IV.1 Board Of Directors

The government of the Club shall be vested in a Board of Directors (the "Board") consisting of nine (9) positions including Officers. Each of the nine positions shall carry a single Board vote.

IV.2 Terms

The nine (9) Directors elected by the Membership shall each serve for three (3) year terms, with three (3) elected each year.

IV.3 Responsibilities

The Board of Directors shall have the power to make such policies, rules and regulations for the management of the Club as it may deem proper from time to time. Such policies, rules, regulations, changes or modifications thereto shall require approval by a quorum of the Board in order to become valid and binding upon the management and affairs of the Club. The Board is also responsible for overseeing preparation of tax records and other legal documents of the Club. The Board shall seek and act on input from the club members as a whole.

IV.4 Board Attendance

Any Director or Officer who is absent more than three (3) consecutive meetings or more than five (5) total meetings in any one year shall be called upon to show just cause to the Board why they should not be removed from office. Should said person fail to show cause, said person shall be removed from office and a successor shall be selected in accordance with section VI.7.

IV.5 Disciplinary Actions

The Board of Directors shall have the power to censure, suspend, or expel any Member for violations of the constitution and bylaws, rules and regulations of the Club, conduct deemed, in the discretion of the Board of Directors, to warrant such action. A Member may also be suspended or expelled for documented actions which endanger a club Member beyond the normal risk associated with activities of the Club. However, no action shall be completed until the Member has been charged, the charge submitted to the Member in writing and a hearing has taken place. A minimum twenty (20) business day notice of said hearing shall be required, and a 2/3's majority vote by the Board shall be required by the Board for any disciplinary action.

IV.6 Reinstatement

The Board may, at a regular meeting, reinstate an expelled Member without the payment of a second membership fee, provided the fee would still be current. A Member can apply to the Board for reinstatement after six (6) months of being expelled.

IV.7 Routine Operations

Any officer may authorize single expenditures up to \$150 between regularly scheduled meetings. The expenditure should be promptly reported to the Treasurer and also reported to the Board at the next meeting.

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IV.8 Expenditures and Revenue

The Board shall prepare and submit to the fall general meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet the same.

IV.9 Indebtedness

The Board shall have the power to limit the indebtedness of a Club Member to the Club.

V OFFICERS

V.1 Positions

The Officers of the Club shall consist of President, Vice President, Secretary and Treasurer.

V.2 President

The President shall preside at all meetings of the Club and the Board of Directors, The President shall call all meetings of the Club and of the Board of Directors, execute all contracts for and on behalf of the Club, together with the Secretary, and only with the knowledge and approval of a majority of the Board. The President shall perform all duties usually incident to the office of the President, and perform other duties as the Board may prescribe. The President shall sign and endorse in the name of the Club, all drafts and checks made by the Treasurer, subject to the approval of the Board. When necessary, the President may appoint with the approval of the Board, additional signatories to act under his/her supervision. The Board of the President may revoke the appointment of any appointed signatory at any time. In the event of the absence or disability to act of the Treasurer, the President shall make and the Secretary shall sign and endorse in the name of the Club all checks, drafts, and other orders for the payment of money, subject to the approval of the Board of Directors. The President shall appoint all standing committee chairpersons subject to Board approval and be ex-officio member of the same. The President shall make a report at the annual meeting of the Club concerning Club activities during the year. Skills involve: motivation, leadership, good communications, consensus building, decision making and organizing club needs into manageable tasks.

V.3 Vice- President

The Vice-President shall perform all duties of the President in the absence or disability of the President, and such other duties as the Board shall from time to time prescribe. The Vice-President will also be responsible for coordination among the committee chairs. Skills involve: motivation, leadership, good communications, consensus building and decision making.

V-4 Secretary

It shall be the duty of the Secretary to record and keep on file the minutes of all regular and special meetings of the Membership and of the Board of Directors; to conduct all general Club correspondence with the knowledge and approval of the Board; to notify Members of meetings and special Club events; to sign all contracts and obligations of the Club together with the President. The Secretary shall prepare the ballot, supervise and attend the balloting at all elections; with the

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approval of the Board appoint an assistant when necessary; and carry out such other duties as may be required by the U.S.F.S.A. The Secretary shall be a signatory on the Club account. The Secretary shall keep the Club's non-financial records and also keep records of all Club business. The Secretary will direct the activities of the communications committee. Skills involve: listening, and writing skills, thoroughness, access to a computer and decision-making skills.

V.5 Treasurer

It shall be the duty of the Treasurer to keep or cause to be kept, full and accurate accounts of receipts and disbursements in books to be kept for that purpose; to receive and deposit, or cause to be received and deposited, all monies and other valuables received by the Club, in such depositories as may be designated by the Board; to disburse or cause to be disbursed the funds of the Club as may be directed by the Board, taking proper vouchers for disbursement; receive requests for supplies and supervise the issuance and keep accurate account of same; to render to the President, to the Board, and to the Membership, whenever they require, accounts of all their transactions as Treasurer and of the financial condition of the Club; to render to the members at each meeting an itemized report of receipts and expenditures for the preceding month; to read to the Board at its regular meetings the bills to be paid and acquire Board approval for payment; to deliver to an auditor who is a CPA, upon the Board's request, all records, monies and valuables belonging to the Club then in their possession or control, and deliver the same to their successor; and when necessary, to appoint with the annual approval of the Board an assistant to act under their supervision; and in general to perform all the duties incident to the office of Treasurer, and subject to the control of the Board. Neither the Treasurer nor the Treasurer's assistant shall be a signatory on any Club account; however they shall have all other privileges and rights of a signatory. Skills involve accurate record keeping, at least beginning familiarity with financial statements and decision making skills.

VI ELECTIONS

VI.1 Nominations

Nominations will be accepted and finalized at a general (annual) Membership meeting with the election meeting announced at least three weeks prior to the general (annual) meeting. A member must second nominations in order to be listed on the election ballot. Candidates must accept the nomination to be valid.

VI.2 Qualifications

The Candidates nominated must be qualified to fulfill the duties of the Board, willing to hold a Board position, and must be an Adult Member of the Club in good standing for at least six (6) months immediately prior to their nomination.

VI.3 Elections

Board members will be elected by secret ballot. Each club member over the age of 18 years may cast one ballot.

VI.4 Balloting

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Counting of ballots shall be by three (3) voting members of the club whom are designated by the general membership. The Secretary is to post the nominations and final results on the Club bulletin board so names of the candidates are available to all Club Members. Any changes to the Board membership shall be posted by the Secretary on the Club bulletin board.

VI.5 Commencement of Term

The Board will elect officers at the first meeting held of the newly elected board. Officers will serve a one year term beginning July 1st or until their successors are appointed.

VI.6 Succession of Presidency

If the office of President becomes vacant, the Vice President shall be declared President and shall hold office for the unexpired term, and until his successor is elected.

VI.7 Succession of Board Members

If the offices of both the President and Vice President, Vice President, Secretary, Treasurer or Director should become vacant, the Board shall appoint, with a quorum, a successor, who shall hold office for the unexpired term, and until their successor is elected. The appointee shall be chosen from the Adult Membership in good standing at least one (1) year for an Officer or six (6) months for a Director.

VI.8 Removal From the Board

The Board shall have the right to remove any of its members from the Board and/or officer position for any of the following reasons: 1) Failure to attend three consecutive monthly Board meetings, 2) Gross negligence in carrying out tasks and responsibilities as a Board member, 3) Violation of the club by laws. Written notification must be provided to the Board member specifically stating the reason for their removal.

VII MEETINGS

VII.1 General (annual) Members Meeting

The general (annual) meeting of the Club shall be held during the month of April or May each year, the specific date to be set by the Board. Notice of the time and place of such meeting shall be mailed or e-mailed and posted on the Club bulletin board at least fourteen (14) calendar days prior to the meeting. A quorum at the annual meeting of Members of the Club shall consist of the Adult Members in attendance who are eligible to vote and a majority of the votes present shall govern.

VII.2 Special Members Meetings

Special meetings of the Members may be held upon the call of the President or upon written request of any ten percent (10%) of the Members entitled to vote, or five (5) if the membership is less than fifty (50). Notice of the time, place, and purpose of any special meeting shall be given at least one (1) week prior thereto. A quorum for a special meeting shall consist of ten percent (10%) of the eligible voters and a majority of those present shall govern.

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VII.3 Board Meetings

Board meetings shall be open to all Members unless otherwise stated in the notice of meeting. The Board of Directors shall meet at least ten (10) times throughout the year (July 1 to June 30), and not more than sixty (60) days shall lapse between any two (2) meetings. The date of the meeting shall be stated by the President, or in their absence by the Vice President. Special meeting(s) of the Board of Directors shall be held on the call of the President or on the request of any four (4) Members of the Board. At least three (3) days notice of the time, place, and purpose of the meeting shall be given by the Secretary as well as the names of the Board Members calling the meeting. Five (5) Members of the Board must be present to constitute a quorum.

In the event that there are not enough Board Members present to constitute a quorum at any Board meeting, a quorum may be achieved via telephone conference call or speaker phone providing all Board Members NOT present are contacted and a log is kept to record whether the Board Member was reached or not and the time is noted. The log will appear in the minutes of the meeting and non-present Board Members reached will be listed as "present via telephone".

VII.4 Rules of Order

All meeting of the Club shall use "Robert's Rules of Order, Revised (1915)" as guidelines for conducting the meetings.

VIII COMMITTEES

The following shall be the standing committees of the Club and shall be appointed by the President with the approval of the Board of Directors:

Coaches' Oversight Committee:

This committee must maintain and keep on File all documentation supporting current coach qualifications as required by BFSC bylaws. All coaches and instructors must demonstrate official documentation proving:

- 1) Membership in the U.S.F.S.A.
- 2) Membership in the PSA
- 3) Acceptable liability insurance
- 4) Registration in good standing in the ratings program of the PSA, or ranking by the PSA as World or International Coaches
- 5) Current continuing education hours sufficient to maintain their current rating in the PSA as World or International Coaches
- 6) Current continuing education hours sufficient to maintain their current rating in the PSA.

Coaches will be granted instruction right by the Coach Certification and Training Oversight Committee upon approval for one (1) year. All documentation must be updated each year by the anniversary of the original approval date.

Exceptions may be granted to unpaid teaching assistants and helpers working under the supervision of a qualified PSA coach.

BFSC reserves the right to dismiss any coach who does not meet the required qualifications.

Communications Committee:

Mailing, e-mailing, telephone, newsletter, registration form. PR also falls under this committee.

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Competition Committee:

Will be responsible for setting up and running the competition

Fund Raising Committee:

Responsibilities to be set forth from time to time by the President and/or the Board of Directors.

Interclub Committee:

Up to three club members may serve as delegates on the board of Pacific Northwest Interclub.

Membership Committee:

The chairperson(s) of this committee shall be the club registrar(s) who will be responsible for registering and accepting payment for club members for skating during practice sessions.

Program Committee:

Coordinate practice sessions and music for such sessions.

Special Events Committee:

Responsibilities to be set forth from time to time by the President and/or the Board of Directors.

Winter Show Committee:

Will be responsible for setting up and running the ice show. Coordinate coaching, practices etc.

Additional committees may be appointed from time to time by the President or the Board of Directors. Each committee shall serve one (1) year terms, except Interclub shall serve a term as defined by Interclub.

IX AMENDMENTS

IX.1 Procedure

The Articles of Incorporation and By-laws of this Club may be amended or repealed at any annual meeting or special meeting of the Club Membership by a majority vote of those present. Any proposed amendment or repeal of the Articles of Incorporation and By-laws shall be set forth verbatim in the notice of the meeting called for such purpose.