



# Ames Figure Skating Club

## Bylaws

Approved 5/8/2023

### ARTICLE I. NAME AND CORPORATION

**SECTION 1. NAME:** The organization will be known as the Ames Figure Skating Club (“Club”).

**SECTION 2. INCORPORATION:** The Club is incorporated under the Laws of the State of Iowa.

**SECTION 3. OFFICERS OF INCORPORATION:** The four officers of the Club are the four officers of incorporation.

**SECTION 4.** This Club will have its headquarters in the Ames/ISU Ice Arena in Ames, Iowa.

### ARTICLE II. PURPOSE

**SECTION 1. PURPOSE:** The purpose of the Club is: To encourage the instruction, practice and advancement of all members, both competitive and recreational, in compulsory figures, moves-in-the-field, freestyle, dance, pairs, and any other types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce or cooperate in the production of amateur ice carnivals, and shows; and generally to perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objects and purposes of this organization; and to carry out the general policies of the United States Figure Skating (USFS).

### ARTICLE III. MEMBERSHIP

**SECTION 1. DEFINITION:** The membership of this Corporation consists of persons interested in figure skating and in the promotion of figure skating as a sport.

**SECTION 2. CLASSIFICATION:** There will be six classes of membership; regular members, friends of AFSC members, associate members, honorary members, professional members, and basic skills members.

REGULAR MEMBERS include all skating members, whether recreational or competitive. REGULAR MEMBERS are classified as JUNIOR (younger than eighteen-years-old) and SENIOR (eighteen-years-old and older). These members shall pay club dues, which includes USFS membership, and ice usage fees as determined by the board. SENIOR REGULAR MEMBERS may hold office and serve on committees and shall have full voting rights. JUNIOR REGULAR MEMBERS may not hold office or vote, but may serve on committees.

FRIENDS OF AFSC (non-skating members) include parents, guardians, and other person(s) who wish to promote the sport of figure skating, but do not want to skate on a regular basis.



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FRIENDS OF AFSC MEMBERS shall pay club dues, which will include USFS membership. These members are eligible to skate on club ice during special club events (Holiday Gala, USFS National Skating Week promotion, Fall Kickoff, and Spring Ice Show). SENIOR FRIENDS OF AFSC may hold office, vote, and serve on committees.

ASSOCIATE MEMBERS include members of other USFS clubs who desire to affiliate with the Club. Associate members shall pay annual associate member dues. Associate members may not hold office or vote but may serve on committees.

HONORARY MEMBERS may be elected at any meeting of the Club, after recommendation by the Board of Directors (Board), by a majority vote of the Club membership. Honorary members shall be free from membership fees, dues, and assessments. They may represent the club in exhibitions and attend ice skating sessions under the same rules governing regular members. They will not be eligible to be nominated or elected to office or to the Board, but may be appointed by the Board to fill a vacancy on the Board, where, as a member of the Board, they will have the right to vote. HONORARY MEMBERS shall not have any claim on the assets or property of the Club and shall not represent the Club in competitions. Honorary memberships will be reviewed by the Board on an annual basis.

PROFESSIONAL MEMBERS serve as advisors and on committees. They may vote, but not hold office. Dues shall be determined by the Board.

BASIC SKILLS MEMBERS include any first or second year club member skating at a Basic Skills level. These members shall pay club dues, which will include USFS membership, and ice usage fees as determined by the Board. BASIC SKILLS MEMBERS eighteen years and older may hold office and serve on committees and shall have full voting rights. BASIC SKILLS MEMBERS younger than eighteen years old may not hold office or vote, but may serve on committees.

**SECTION 3. APPLICATION FOR MEMBERSHIP:** Applicants must submit an application form stating the following:

- 1) Name, address, and phone number
- 2) Prior skating club affiliation, if any
- 3) Willingness to abide by the bylaws, rules, and regulations of the Club, the USFS, and the management of the Ames/ISU Ice Arena.

All applications shall be sent to the Chairperson of the Membership Committee. All applications will be reviewed for approval according to Article XI Section 2.

**SECTION 4. SUSPENSION OR EXPULSION OF A MEMBER:** Reasons for suspension or expulsion of a member include: failure to pay dues, ice fees, or other club indebtedness; flagrant



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disregard of bylaws, rules, and regulations of the Club, the USFS, and/or the Ames/ISU Ice Arena.

**INDEBTEDNESS:** Upon determining that a member is in arrears for dues, ice fees, and/or other club indebtedness, the Treasurer shall notify the Secretary and President. Within one week of notification, the Treasurer shall notify the Member in writing of the delinquency. If within 30 calendar days of notification the amount is not paid in full, or a satisfactory payment plan is not agreed upon, the name of the member shall be reported by the Treasurer to the Board at the next meeting. The Board may drop the membership of the delinquent member. At the discretion of the Board, the member may be reinstated to full membership upon full payment of the debt.

**DISREGARD OF RULES:** In the event of flagrant disregard by a member of bylaws, rules, and regulations of the Club, the USFS, and/or the Ames/ISU Ice Arena, the Board has the authority to restrict the voting rights, the right to hold office, and the right to test or enter any club competition until the actions in question are resolved. If the actions are not resolved to the satisfaction of a majority of the Board, the Board has the authority to call for the suspension of the member.

**SECTION 5. RESIGNATION:** Any member not in debt to the Club may resign by sending a written resignation to the Membership Chairperson who shall report the resignation to the Board at the next scheduled meeting.

**SECTION 6. APPROVAL TO COMPETE:** In order to participate in any exhibition or competition, a member must first receive written approval from the Test and Sanctions Chairperson. In their absence, written permission may be obtained from the President, Vice-President, Treasurer, or Secretary of the Club, who shall then notify the Test/Sanctions Chairperson.

**SECTION 7. INVITED PROFESSIONAL:** An invited Professional shall be defined as a professional invited by Club, or by a member with Board approval, to coach on Club ice for 30 calendar days from the date of board approval. If given, such approval will be in writing, signed by an officer. Such permission may be revoked in writing at any time by the officer who signed the original permission or by vote of the Board.

**SECTION 8. VISITING PROFESSIONAL:** A Visiting Professional will be defined as a member of PSA and USFS who desires to coach on Club ice but does not have Board approval in writing signed by an officer. Such individuals shall have proof of insurance and shall pay a coach's fee as determined by the Board.

**SECTION 9. MEMBERSHIP YEAR:** The annual date for renewal of membership will be the date determined by the USFS for membership renewal.



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### ARTICLE IV. GUESTS

**SECTION 1. FEES:** Each fiscal year, the Board will determine a rate at which guests may skate. At the discretion of the Board, this rate may be the same or different for visiting USFS members and non-members.

**SECTION 2. CONDUCT:** All visitors will be required to abide by the bylaws, rules, and regulations of the Club, the USFS, and the Ames/ISU Ice Arena. Any noncompliance will result in expulsion from the Ice Arena. Members are responsible for the conduct of their guests.

**SECTION 3. INVITED PROFESSIONALS:** An invited professional as defined in Article III Section 7 may coach on Club Ice.

**SECTION 4. VISITING PROFESSIONALS:** A visiting professional as defined in Article III Section 8 may coach a maximum of four (4) Club Ice Sessions during a calendar year. (A Session is defined as the ice time contracted on any given day.) If a visiting professional wishes to coach more than four (4) sessions, they must join the Club and become a Club coach.

### ARTICLE V. CLUB MEETINGS

**SECTION 1. MEMBER MEETINGS:** There will be at least one Club membership meeting each year, referred to as the Annual Meeting. The Annual Meeting will be held no later than June 30.

**SECTION 2. BOARD MEETINGS:** The Board will meet at least once a month during the entire year.

**SECTION 3. SPECIAL MEETINGS:** The Secretary shall call special meetings at the direction of the President, or upon written request of four (4) Club members in good standing.

**SECTION 4. QUORUM:** Twenty (20) percent of the members eligible to vote shall constitute a quorum for the transaction of business.

**SECTION 5. NOTICES:** The Secretary shall notify all Club members of regular and special meetings at least ten (10) calendar days before the date of the meeting.

**SECTION 6. SPECIAL MEETINGS:** No business shall be transacted at a special meeting except that of which notice was given.

### ARTICLE VI. RULES OF ORDER



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**SECTION 1. RULES OF ORDER:** The rules contained in Robert's Rules of Order, Revised, shall govern all parliamentary procedures in which they are applicable and in which they are not inconsistent with these bylaws.

**SECTION 2. INTERPRETATION:** The interpretation of the bylaws by the Board will be absolute and final.

### **ARTICLE VII. AMENDMENTS OF THE BYLAWS**

**SECTION 1. BUSINESS AFFAIRS OF THE CLUB:** The Board will have the entire authority in the management of all affairs and finances of the Club and will have general control of all its property. All rights and powers connected therein shall be vested in them. The Board shall consist of no less than six (6) and no more than twelve (12) members. In accordance with the rules of the USFS all members of the Board shall be members of the USFS and members of the Club.

**SECTION 2. MEETINGS:** The Board will meet as outlined in Article V of these By-laws. They shall hold a joint (old Board and new Board) meeting as soon as practicable, but in no event later than thirty (30) calendar days after the annual meeting of the club membership. At this joint meeting the previous Board members will conclude the Old Business. Then the new Board members will assume their duties and conduct New Business. The date of the meeting shall be set by the President, or in their absence, by the President-elect or Vice-President. Any four (4) members of the Board may call a board meeting upon written or verbal notice to all of the members of the Board at least three (3) calendar days prior to the meeting. The notice shall state the date of the meeting, purpose for which the meeting is called, and names for the four members requesting the meeting.

**SECTION 3. QUORUM:** Four (4) members of the Board shall constitute a quorum.

**SECTION 4. CANDIDATES FOR MEMBERSHIP:** The Board shall elect to membership in the Club, as herein provided, such candidates as they consider desirable. The candidate for membership shall be elected by a majority vote of the Board at a regular or special meeting of the Board.

**SECTION 5. SUSPENSION OR EXPULSION:** The Board shall have the power to suspend or expel any member for violations of the bylaws of the Club, bylaws of the USFS, or for conduct which they deem improper. No member will be expelled or suspended for longer than thirty (30) calendar days without a hearing.



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**SECTION 6. RE-ADMISSION TO MEMBERSHIP:** The Board may, at a regular or special meeting, re-admit to membership any former member whose resignation has been fully accepted. Such re-admission must be by a majority vote of the Board. No rejected candidate shall be again proposed for reinstatement within twelve (12) months after rejection.

**SECTION 7. DROPPING AND REINSTATEMENT TO MEMBERSHIP:** The Board may, as provided in these bylaws drop front the roll any delinquent member and also may reinstate such member as provided in Article III Section 4.

**SECTION 8. USFS DELEGATE:** Each year the Board shall elect a delegate(s) to the USFS. The Club Secretary or Board President shall input the name and address of the delegate(s) elected through the USFS online members only site. Election of a delegate(s) does not imply that the Club has decided to send the delegate(s) to the USFS's meetings. The delegate(s) shall be the sole representatives between the Club and the USFS and shall attend the USFS meetings either in person or by proxy. The Club may pay reasonable travel and registration expenses when sending a delegate(s) to USFS Governing Council meetings upon board approval. The expenses of the delegate(s) are reimbursable as outlined in the USFS Rule Book, including at least travel and lodging expenses up to a limit determined by the Board at least two (2) weeks prior to the USFS Governing Council meeting.

**SECTION 9. FULFILLMENT OF RESPONSIBILITIES:** The Board shall have the power to determine requirements for attendance at meetings and fulfillment of duties by Officers and Standing Committee Chairpersons, and shall have the power to remove any Board member, Officer, or Chairperson from their Board position or Office who does not comply with said requirements. Such requirements shall be adopted and distributed to all Board members, Officers, and Standing Committee Chairpersons at least three months prior to removal of a Board member/Officer/Chairperson for violation of the requirements. Removal of a Board member/Officer/Chairperson for violation of these requirements can occur only after a hearing before the Board.

## ARTICLE IX. DUTIES OF THE OFFICER

**SECTION 1. PAST PRESIDENT: ONE-YEAR TERM:** This is an honorary position. The duties are to serve as advisor to the President during the new President's term. This is a voting position. The Past President shall be present at all meetings during the new President's first year of term. The Past President may run for a Board or Officer position after the conclusion of this one (1) year term.

**SECTION 2. PRESIDENT: TWO-YEAR TERM:** The President shall be the Chief Executive Officer of the Club and subject to the direction of the Board, shall manage the affairs of the Club.



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The President shall preside at all meetings of the membership and Board and shall be a non-voting, ex-officio member, of all committees except the membership and Nominating Committees. The President shall have the right to break a tie vote of the Board.

The Term of the President may be extended an additional year by a majority vote of the Board.

**SECTION 3. VICE-PRESIDENT: TWO-YEAR TERM:** The Vice-Presidents shall assist the President in the discharge of their duties and shall learn the duties of the President.

Vice-Presidents shall be prepared to officiate and perform the duties of the President in their absence and are first in line for President should a resignation occur. Vice-Presidents shall be responsible for obtaining USFS sanctions for competitions, exhibitions, exhibitions at hockey games, and any other conditions as determined by USFSsanction guidelines. Vice-Presidents shall be the liaison between the amateur ice carnival chairs(s) or show chair(s) and the Board. Vice-Presidents shall also be liaison between the Club professionals and the Board.

The term of the Vice President may be extended an additional year by a majority vote of the Board, a maximum of three vice-presidents may be selected.

**SECTION 4. SECRETARY: TWO-YEAR TERM:** The Secretary shall keep the minutes of the meetings of the Club and of the Board of Directors and shall make copies available to each Board member and officer at the start of each monthly meeting. The Secretary shall supervise all reports and documents connected with the business of the Club. The Secretary shall make available to all new members of the Club the bylaws, rules, and regulations of the Club. The Secretary shall supervise the Club's correspondence and prepare and issue notices of all meetings of the Club and of the Board. The Board shall have the power, whenever it deems necessary, to appoint an acting or assistant Secretary.

**SECTION 5. TREASURER: TWO-YEAR TERM:** The Treasurer shall have charge of the funds of the Club, and shall keep a record of all receipts and disbursements. The Treasurer shall render a written report when requested by the President of the Board. The Board shall have the power, when it deems necessary, to appoint an acting or assistant Treasurer. All monies received by the Treasurer shall be deposited within ten (10) working days of the approved bill being received by the Treasurer. The funds of the Club shall be deposited in the name of the Club in a bank or other financial institution or in securities as approved by the Board. All disbursements by check shall be signed by the Treasurer or the President. All financial records maintained by the Treasurer shall be audited by an outside third party (upon request of the Board) once each Fiscal Year. An up-to-date copy of the Treasurer's Report must be presented to each Board Member at the start of each monthly meeting.

## ARTICLE X. NOMINATIONS AND ELECTIONS



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**SECTION 2. NOMINATING OFFICIAL:** There shall be a Nominating Official of at least one (1) member who shall be appointed by the Board. Nominations may be made by any member of the club, and must be submitted to the Nominating Official no later than thirty (30) calendar days prior to the annual meeting. The Nominating Official shall present a slate of candidates to the Board for election at least thirty (30) calendar days prior to the annual meeting and shall cause the names of such candidates to be posted at the principal headquarters of the Club at least fourteen (14) calendar days prior to the annual meeting when possible. Other nominations will not be accepted once voting has opened; however, write-in ballots will be accepted during voting.

### **SECTION 2. ELECTION OF OFFICERS AND BOARD POSITIONS:**

- A. The Nominating Official shall nominate candidates for the vacant positions on the Board, for election prior to the annual meeting each year. The names of such candidates are to be posted at the principal headquarters at least fourteen (14) calendar days prior to the annual meeting if possible.
- B. Other nominations will not be accepted once voting has opened; however, write-in ballots will be accepted during voting. Board positions are for two year terms. The election of members of the Board shall be by ballot or electronic ballot. Voting will be open fourteen (14) days prior to the annual meeting and shall close at the annual meeting. The candidates receiving a simple majority of votes from the voting Club members shall be elected.
- C. The Board shall have the power to immediately fill any vacancy on the Board or any officer's position that may have become vacant by appointment of qualified persons to hold office during the remainder of the term of said office.

### **ARTICLE XI. STANDING COMMITTEE CHAIRS**

**SECTION 1. STANDING CHAIRPERSONS:** Chairpersons shall be appointed annually by the Board at its regular meeting after the Annual Meeting. All decisions and recommendations of all chairpersons and their committees shall be subject to review by the Board. Suggested chairpersons shall be: 1 Membership Chairperson; 2. Test Chairperson; 3. Competition Chairperson; 4. Fundraising Chairperson; 5. Learn-to-Skate Program Chairperson. The Board may create other chair positions as they deem necessary for the good of the Club.

**SECTION 2. MEMBERSHIP CHAIRPERSON:** The Membership Chairperson may request a committee of up to three (3) members. The Chairperson (and committee, if one is formed) shall investigate and pass upon the qualifications of all candidates for membership and report their conclusions to the Board. It is the Chairperson's responsibility to maintain a current membership





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list with records concerning deaths, resignations, drops, etc. and the reasons for any actions concerning membership.

**SECTION 3. TEST AND/OR COMPETITION CHAIRPERSON:** The Test and/or Competition Chairperson may be the same person or two separate individuals. The Test and/or Competition Committee should be the responsibility of a Vice-President since they are responsible for obtaining USFS sanctions. If the Vice-President is not the Test and/or Competition Chairperson, the Test and/or Competition Chairperson must work closely with a Vice-President to coordinate testing with sanctioning. The Test and/or Competition Chairperson may request the appointment of one or more committee members by the Board. The Test and/or Competition Chairperson (and committee members so appointed) shall have the charge of all USFS tests and competitions, of setting dates and obtaining approved USFS judges for the tests. They shall be in charge of all Club and Inter-Club competitions and exhibitions (not including amateur ice carnivals and shows). The decision shall rest with this chairperson(s) or Vice-President as to persons eligible to enter any such tests and competitions. The Test and/or Competition Chairperson shall be in charge of all active and interactive Club trophies.

**SECTION 4. FUNDRAISING CHAIRPERSON:** The Fundraising Chairperson may request the appointment of one or more committee members by the Board. The Chairperson (and any committee members so appointed) shall have charge of all fundraising activities. No fundraising activities, on behalf of the Club, shall exist without knowledge and approval of the Fundraising Chairperson and the Board. The Fundraising Chairperson shall coordinate all fundraising activities with the Treasurer and turn over all fundraising monies to be deposited within ten (10) working days of receipt. The funds of the Club shall be deposited in the name of the Club in a bank or other financial institutions or in securities approved by the Board. The Chairperson will provide timely reports if or as required by USFS and this Club (or its Board) at every monthly meeting.

**SECTION 5. LEARN-TO-SKATE CHAIRPERSON:** The Learn-to-Skate Chairperson shall have charge of the Learn-to-Skate program. Their duties shall include (but not be limited to) scheduling ice, scheduling classes, scheduling coaches and assistants, ensuring the program follows USFS guidelines, appropriate registration of all students, securing volunteers, advertising the program, informing students about the Club and how its activities can benefit them. The chairperson will provide timely reports as required to the USFS and the Club Board of Directors. The Learn-to-Skate Chairperson may delegate responsibilities to the director of skating, and may request the appointment of one or more committee members by the Board if the Chairperson deems it necessary. The Board shall have the power, whenever it deems necessary, to appoint an acting or assistant Learn-to-Skate Chairperson.

## **ARTICLE XII. CONFLICT RESOLUTION**



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**SECTION 1. PROCESS:** If any Club member(s) has a complaint against another Club member(s) for an infraction of any bylaws or rule other than skating rules, they may file such a complaint in writing to the Board. Such complaints will be investigated according to the adopted conflict resolution policy.