

HUDSON VALLEY FIGURE SKATING CLUB CONSTITUTION AND BY-LAWS

Article I: Name

Section 1. **Name.** The organization shall be known as the Hudson Valley Figure Skating Club.

Section 2. This club shall have its headquarters in the Ice Time Sports Complex at Newburgh, New York.

Article II: Purpose

The purposes of the club are: to encourage the instruction, practice, and advancement of the members in any or all disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to give all guests and new members a friendly and enthusiastic welcome; and to carry out the general policies and objectives of the United States Figure Skating Association.

Article III: Officers

Section 1. **Titles:** The officers shall be the President, Vice-President, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined. All officers must be registered members of the USFSA who have designated the Hudson Valley Figure Skating Club as their home club.

Section 2. **Duties of the President:** It shall be the duty of the President to take charge of the club; to preside at all meetings of the club and of the Board of Directors. The President shall have the entire supervision and management of the club and its property pending the action of the Board of Directors; the power to suspend any member for violating the by-laws or regulations of the club, pending the approval of the Board; to call special meetings and club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the club upon the approval of the Board of Directors.

Section 3: **Duties of the Vice-President:** It shall be the duty of the Vice-President to assist the President in the discharge of her/his duties and, in the absence of the President, to assume the duties and to officiate in her/his stead.

Section 4. **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 meeting. Disbursements shall be made only upon vouchers approved by the Board of Directors. The Board of Directors 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 approved by the Board of Directors, or in securities

approved by the Board. All disbursements by check shall be signed by the Treasurer and the President or another designated officer or member of the Board of Directors. The Treasurer shall not withdraw from the club's saving account or other investment any funds earned in a prior year, except upon the vote of a majority of directors. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required.

Section 5. **Duties of the Secretary:** It shall be the duty of the Secretary to keep the "minutes of the meeting" of the club and of the Board of Directors, to supervise all reports and documents connected with the business of the club, and to issue notices of all meetings of the club and directors.

Section 6. **Vacancies:** If any of the foregoing offices become vacant by reason of death, resignation, removal or any other reason, the Board of Directors shall elect a successor who shall hold office of the unexpired term.

Section 7. **Removal:** Any officer may be removed from office by the unanimous vote of the directors voting at a special meeting called for this purpose, except the director under consideration for removal shall not vote.

Article IV: Board of Directors

Section 1. **Qualification:** Directors must be voting members of the club who have designated the Hudson Valley Figure Skating Club as their home club under the applicable rules of the United States Figure Skating Association.

Section 2. **Number of Members:** There shall be a Board of Directors composed of twelve (12) regular members of the club. A maximum of one (1) ineligible or restricted member may be on the Board of Directors.

Section 3. **Term of Office:** The Board of Directors shall be re-elected annually and no member may serve more than three consecutive one-year terms on the Board.

Section 4. **Vacancies:** In the event of a vacancy on the Board of Directors, it shall be filled by vote of the remaining directors by a senior member in good standing who has been a club member for at least six (6) months. Such appointed director shall fill the remaining unexpired term of the vacated director position.

Section 5. **Quorum:** Two-thirds of the Board shall constitute a quorum.

Section 6. **Meetings:** The Board shall meet at least once every calendar month during skating season, with no fewer than nine meetings during the calendar year. The date of such meetings shall be stated by the President or, in her/his absence, by the Vice-President. Any four (4) members of the Board may call a Board meeting upon written

notice to all the Board members at least seven (7) days prior to the meeting, the purpose for which the meeting is called, and the names of the four (4) members requesting it.

Section 7. **Authority:** The Board shall have the entire authority in the management of affairs and finances of the club and shall have general control of all its property. All rights and powers therein shall be vested in them. The Board shall make such rules as they deem proper respecting the use of the Club's property; prescribe rules for the admission of strangers; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them. The Board shall appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

Section 8. **Financial Duties:** All appropriations from the funds of the club shall be made by the Board. The Board shall audit records of the Secretary, Treasurer and other committees. They shall prepare and submit to the stated annual meeting a program of anticipated expenditures of the coming year together with proposals for sources of revenues to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board. The Board shall have the power to limit the indebtedness of a member of the club.

Section 9. **Board Member Limitation:** The office of the Board member shall be ipso facto vacated if: (a) she/he is found to be mentally incapacitated; (b) she/he is convicted of a felony; (c) she/he offers written resignation from the club.

Section 10. **USFSA Delegates:** 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 By-Laws, Article XV. The delegate(s) shall be representative(s) between the club and the Association and shall attend the USFSA 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.

Article V: Elections

Section 1. **Time:** Elections shall be held at least one month before the beginning of the fiscal year for which such officers and directors are chosen.

Section 2. **Nominating Committee:** Each year a nominating committee shall be appointed by the Board of Directors at least sixty (60) days in advance of the annual election. This committee shall consist of three (3) members of the Board. The nominating committee will nominate officers and Board of Directors candidates. The names of the candidates selected by the nominating committee shall be mailed to each member in the form of a ballot at least four (4) weeks prior to the annual meeting.

Section 3. **Voting:** Ballots shall be mailed to all members at least twenty (20) days before the date set for counting votes. Members may cast their ballots by mail addressed

to the Secretary or in person at a meeting held solely for the purpose of counting the ballots. Ballots not received in the mail in time to be counted shall be invalid. This meeting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the Secretary or such other person as the Board of Directors may designate. In the event of a candidate(s) running unopposed, the Secretary may cast one vote for such candidate(s).

Section 4. **Records:** The Secretary shall preserve the records of an election for at least one year.

Article VI: Membership

Section 1. Candidates for membership shall be individuals interested in the objectives of the club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of the United States Figure Skating Association

Section 2. **Classes of Membership:** Classes of membership are as follows:

- a. Senior Members, who shall have attained the age of eighteen years as of the first day of October of the current membership year, who shall have all privileges;
- b. Junior Members, who are under the age of eighteen years as of October 1 of the current membership year, and shall have all privileges;
- c. Associate Members, who shall not hold office and shall have all other privileges except skating;
- d. Honorary Members, who may be selected by the unanimous vote of all members of the Board of Directors and who shall be exempt from initiation fees and dues.

Section 3. **Application for Membership:** Applications for admission, with appropriate fees, shall be submitted to the Membership Chair who shall submit all applications to the Board of Directors for their approval. Membership applications shall be voted on by the Board within sixty (60) days of receipt. No person shall be elected a member if three (3) or more members of the Board shall object to her/his election. Rejection may not be discriminatory as to race, age or religious preference. Each new member shall be notified by the Membership Chair.

Section 4. **Termination and Suspension of Membership:** Any member's membership may be terminated by a majority vote of the Board. Notice shall be given to said member by registered mail at her/his address as it appears on the club records within ten (10) days of termination. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or

benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Appeal rights shall be governed by USFSA rules and by-laws.

Section 5. **Voting Rights:** The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There is no requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions.

Article VII: Club Meetings

Section 1. **Time:** There shall be at least one annual stated club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall, or within one month after the skating season closes in the spring.

Section 2. **Special Meetings:** The Secretary shall call special meetings at the direction of the President, or upon the written request of ten (10%) percent of the club members in good standing.

Section 3. **Quorum:** Thirty percent (30%) of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

Section 4. **Notices:** Notices of stated and special meetings shall be mailed 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 5. **Special Meeting Limitation:** No business shall be transacted at a special meeting except that of which notice was given.

Article VIII: Discipline

Complaints: Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the club, may report the same in writing to the Board of Directors. 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 of Directors shall be held as soon as practicable to investigate the same. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a hearing.

Article IX: Fees, Dues and Assessments

Fees: The annual dues payable to the club shall be in such amount as determined from time to time by the Board of Directors.

Article X: Fiscal Year

The fiscal year shall run from July 1 through June 30 until such time as the Board of Directors adopts a different fiscal year.

Article XI: Membership in the USFSA

The club shall maintain its membership in the USFSA and conduct its affairs in a manner consistent with the by-laws of the association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFSA and the United States Olympic Committee.

Article XII: Amendments to By-Laws

These by-laws may be amended by a two-thirds vote at a regular annual meeting of the members, provided a thirty (30) day notice of the general nature of the proposed amendment(s) has been mailed to all voting members. Proxies may be used for voting purposes.

Amend Article VIII as follows:

Change the name of the Article from Discipline to Conflict Resolution.
Change the body of the Article as follows:

Article VIII: Conflict Resolution

Grievances: Any member(s) having a grievance against another Member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same in writing to the Board of Directors in the form of a grievance.

Said grievance shall set forth the following:

1. Name of the party filing the grievance.
2. The grievant's address and telephone number.
3. Name of the party against whom the grievance is brought (the respondent).
4. The respondent's address and telephone number.
5. Names, addresses, and telephone numbers of any other parties involved; and
6. Statement of facts surrounding the alleged violation, including the date of the alleged violation.

After receiving said grievance, a meeting of the Board of Directors shall be convened within 7 business days to investigate the same. At the conclusion of said meeting the Board of Directors shall render a written statement of its decision and set forth the reasons for said decision. (within 30 days) _____

May 19, 2003

Dear Members:

Attached are the proposed revisions to the Hudson Valley Figure Skating Club, Inc., By-Laws. Please review these proposed changes and be prepared to vote on the revisions at the conclusion of tonight's meeting.

ARTICLE IV: BOARD OF DIRECTORS

Section 2 Amend by Adding

Number of Members: There shall be a Board of Directors composed of twelve (12) regular members of the club and up to three (3) Junior Members of the Club (a Junior Member must be 12-16 years of age). A maximum of (1) ineligible or restricted member may be on the Board of Directors.

Section 3 Amend by Adding

Term of Office: The Board of Directors shall be re-elected once every two (years) and no member may serve more than three consecutive two-year terms on the Board unless approved by a unanimous vote of the Board of Directors.

October 23, 2000

Dear Fellow Members:

Attached is the proposed revision to the Hudson Valley Figure Skating Club Constitution and By-Laws. Please review these proposed changes and be prepared to vote on these revisions at the conclusion of tonight's meeting.

ARTICLE IV: MEMBERSHIP

Section 3: Amend by Adding

Application for Membership: Every Junior member application (Junior members are those members 18 years of age and under as of the 1st day of October of the current membership year) must be accompanied by an Adult Parent or Guardian membership application with all appropriate fees in order to be a member in good standing of Hudson Valley Figure Skating Club.

HUDSON VALLEY FIGURE SKATING CLUB

May 5, 1999

Dear Fellow Members,

Attached are proposed revisions to the Hudson Valley Figure Skating Club Constitution and Bylaws. Please review these proposed changes and be prepared to vote on these revisions at the annual meeting (May 17, 1999). If you feel you have not had sufficient time to review these proposed revisions, notify one of the Board Members and the vote will be postponed.

Thank you.

Constitution & Bylaws Committee

ARTICLE III - OFFICERS

Section 2: **Amend By Adding**

Duties of the President. The President has the power to authorize the use of club funds in the event time restraints do not allow for normal board approval. The President or Treasurer will notify all Board Members at the next meeting or sooner of any expenditure.

Section 4: **Amend**

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 meeting. Disbursements in excess of two hundred dollars, (\$ 200.00), shall be made only upon vouchers or invoices approved by the Board of Directors or having been pre-approved at a prior Board meeting. The Board of Directors 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 approved by the Board of Directors, or in securities approved by the Board. All disbursements by check shall be signed by the Treasurer or another designated officer. The Treasurer shall not withdraw from the club's saving account or other investment any funds earned in a prior year, except upon the vote of a majority of directors. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required.

ARTICLE IV - BOARD OF DIRECTORS

Section 2: **Amend**

Number of Members. There shall be a Board of Directors composed of twelve (12) members of the club. The twelve (12) Board Members shall consist of the four elected Officers of the Club, President, Vice President, Secretary, Treasurer and eight (8) regular members. A maximum of one (1) ineligible or restricted member may be on the Board of Directors.

Section 3: **Amend**

Term of Office. The Board of Directors election shall be annual. Term of office shall be two (2) years. The annual election shall elect four (4) members to the Board. In the event more than four (4) members are required to fill vacancies on the Board the four members receiving the most votes shall serve a two (2) year term and the remaining electees one (1) year. The Club Secretary shall determine length of term and notify members elect.

Article IV: Board of Directors

Section 2

Number of Members: There shall be a board of Directors composed of twelve (12) regular members of the club.

Section 2 amend

Number of Members: There shall be a board of Directors composed of eight (8) regular members of the club.

Article IV: Board of Directors

Section 6 Meeting:

The Board should meet once every calendar month during skating season, with no fewer than nine meetings during the calendar year. The date of the meetings shall be stated by the president or in his /her absence, by the vice president. Any four (4) members of the Board may call a Board meeting upon written notice to all the Board members at least seven (7) days prior to the meeting, the purpose for which the meeting is called, and the names of the four (4) officers requesting it.

Section 6 Meeting amend

The Board should meet once every calendar month during skating season, with no fewer than nine meetings during the calendar year. The date of the meetings shall be stated by the president or in his /her absence, by the vice president. Any four (4) members of the Board may call a Board meeting via email notice to all the Board members at least seven (7) days prior to the meeting, the purpose for which the meeting is called, and the names of the four (4) officers requesting it.

Article V Elections

Section 2 Nominating committee:

Each year a nominating committee shall be appointed by the Board of Directors at least sixty (60) days in advance of the annual election. This committee shall consist of three (3) members of the Board. The nominating committee will nominate officers and the board of Directors candidates. The names of the candidates selected by the nominating committee shall be mailed to each member in the form of a ballot at least four (4) weeks prior to the annual meeting.

Section 2 Nominating committee: amend

Each year a nominating committee shall be appointed by the Board of Directors at least sixty (60) days in advance of the annual election. This committee shall consist of three (3) members of the Board. The nominating committee will nominate officers and the board of Directors candidates. The names of the candidates selected by the nominating committee shall be e mailed to each member in the form of a ballot at least four (4) weeks prior to the annual meeting.

Section 3 Voting:

Ballots shall be mailed to all members at least twenty (20) days before the date set for counting votes. Members may cast their ballots by mail addressed to the secretary or in person at a meeting held solely for the purpose of counting ballots. Ballots not received in the mail in time to be counted shall be invalid. This meeting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the secretary or such other person as the Board of Members may designate. In the event of a candidate(s) running unopposed, the secretary may cast one vote for such candidate(s).

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Article VII: Club Meetings

Section 2 Special Meetings:

The secretary shall call special meetings at the direction of the president, or upon the written request of ten (10%) of the club members in good standing.

Section 2 Special Meetings: amend

The secretary shall call special meetings at the direction of the president, or upon an email request of ten (10%) of the club members in good standing.

Section 4 Notices:

Notices of stated and special meetings shall be mailed 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 4 Notices: amend

Notices of stated and special meetings shall be emailed 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.

Article XII Amendments to By-Laws

Theses By-Laws may be amended by two thirds vote at a regular annual meeting of the members, provided a thirty day (30) day notice of the general nature of the proposed amendment(s) has been mailed to all voting members. Proxies may be used for voting purposes.

Article XII Amendments to By-Laws: amend

Theses By-Laws may be amended by two thirds vote at a regular annual meeting of the members, provided a thirty day (30) day notice of the general nature of the proposed amendment(s) has been emailed to all voting members. Proxies may be used for voting purposes.