

**CONSTITUTION OF THE
SKATING CLUB OF CENTRAL OHIO**

Member Club #553 of
The United States Figure Skating Association

ADOPTED: September 18, 1995
AMENDED: November 11, 1997
AMENDED: July 1, 1998
AMENDED: December 28, 1999
AMENDED: February 6, 1999
AMENDED: February 14, 2000
AMENDED: January 14, 2002
AMENDED: October 29, 2002
AMENDED: December 9, 2003
AMENDED: February 3, 2004
AMENDED: February 15, 2005
AMENDED: October 24, 2006
AMENDED: July 23, 2007

ARTICLE I

ORGANIZATION

Section 1 NAME: The Organization shall be known as Skating Club of Central Ohio ("Club" or "Member Club").

Section 2 INCORPORATION: The Club will be incorporated under the laws of the State of Ohio and shall have its principal office in the Chiller North in Lewis Center, OH and additional offices at The Chiller at Dublin in Dublin, OH; The Chiller at Easton in Columbus, OH and The Ice Haus in Columbus, Ohio (hereafter known as Home Rinks)

ARTICLE II

PURPOSE

Section 1 PURPOSE: The purposes of the Club are as follows: To form a figure skating club for the benefit of recreational and competitive amateur/eligible figure skaters in a supportive atmosphere to foster national or international amateur sports competition and to support and develop amateur/eligible athletes for national or international competition in the sport of figure skating. To effectuate its purpose the Club shall: organize and sponsor competitions and exhibitions sanctioned by either the United States Figure Skating Association or the Ice Skating Institute for the purpose of stimulating the interest in the sport of figure skating and development of individual amateur/eligible athletes for qualifying to compete in national or international amateur sports competitions sponsored, sanctioned or endorsed by either the United States Figure Skating Association, Ice Skating Institute, United States Olympic Committee, International Skating Union or such other amateur/eligible athletic organization designated and recognized to promote the sport of figure skating and whose purpose is to support and develop individual amateur/eligible athletes for national or international competition; provide for the training and development of individual amateur/eligible athletes through qualified instructors, private coaches, clinics, training camps or such other activities designed to develop and improve the individual capabilities of amateur/eligible figure skaters; to unite those interested in promoting, advancing and competing in the sport of figure skating through the development and implementation of an organized figure skating program designed to instruct youth and adults in the skills necessary for competition in the sport of figure skating and the rules governing the amateur sport of figure skating; to encourage the instruction, practice, and advancement of the members in free skating, pair skating, ice dancing, figures, moves in the

field, synchronized, and all types of figure skating; to foster a sense of team spirit among ice skaters; and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objects and purposes of this organization; to do all things necessary and incidental to carrying out the foregoing purposes; and to carry out the general policies and objectives of the United States Figure Skating Association as they relate to competitive amateur/eligible skating.

ARTICLE III

BOARD OF GOVERNORS

Section 1 **COMPOSITION:** There shall be a Board of Governors (hereinafter "Board") consisting of up to ten (10) members thereof composed of four Officers who shall be the President, the Vice-President, the Secretary, the Treasurer, three (3) Non-Officers who shall each Chair one of the three standing committees and up to three (3) Junior members. The immediate Past President shall serve as ex officio member of the Board and shall have no vote. No Officer shall hold more than one office, hold an additional seat as a Non-Officer Governor nor function as the Chair of a standing committee. Except as otherwise noted above, each member of the Board shall have one vote. No Board member shall be compensated for service to the Club.

Section 2 **ELIGIBILITY:** All members of the Board shall be Club Members in good standing, at least 18 years of age (with the exception of the Junior Board members), shall be in compliance with United States Figure Skating Association rules and regulations, and shall have designated Skating Club of Central Ohio as their home club prior to their election to the Board. The Junior Board members shall not be older than 18 years of age at the date of their appointment. No person shall hold a position on the Board for more than three full consecutive terms, unless there are no other acceptable candidates for the position, with the exception of the Treasurer, who may serve as long as elected to do so.

ARTICLE IV

DUTIES OF OFFICERS

Section 1 **DUTIES OF THE PRESIDENT:** It shall be the duty of the President to take charge of the Club and to preside at all meetings of the Club and of the Board. The President shall oversee and be responsible for the entire supervision and management of the Club and its property, subject to the authorization of the Board. The President shall, for cause and after proper hearing, have the power to suspend any Club Member for violating the Constitution, By-Laws or Regulations of the Club, pending the approval of the Board; and shall have the authority to call Special Meetings, General Club Meetings and the General Election Meeting. The President shall sign all agreements and contracts made by the Club, upon approval of the Board, and shall, together with the Vice-President have authority to sign checks. The President shall be the official recipient of all correspondence, notices or otherwise and shall acquire, or cause to be acquired, all necessary sanctions for competitions or exhibitions from the USFSA, ISI or other national or international association(s), or shall appoint a Club Member to act in such capacity.

Section 2 **DUTIES OF THE VICE-PRESIDENT:** It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in the absence of the President, to assume the President's duties and officiate in his/her stead. It shall be the duty of the Vice-President to assume the office of the President upon the expiration of the President's term, or earlier if the President's office is vacated for any reason.

Section 3 **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 regularly scheduled meeting of the Board and provide to the Club Members an annual report of the Club's financial condition and when requested by the President, Board or Club Members as provided herein. The Board shall have the power whenever they deem it necessary to appoint an acting Treasurer who shall serve if the Treasurer is temporarily unavailable or needs assistance. The funds of the Club 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 of Club funds either by check, voucher or otherwise shall require

the signature of either the President or Vice-President of the Club. The Treasurer shall not have signature authority for any Club funds and accounts.

Section 4 **DUTIES OF SECRETARY:** It shall be the duty of the Secretary to keep the Minutes of the Meetings of the Club and of the Board and to supervise, record and file all reports and documents connected with the business of the Club, except as otherwise provided herein; to supervise keeping of a roll of Club Members, together with dates of election to office of the members of the Board and a record of all members elected, deceased, suspended or expelled.

The Secretary shall supervise the correspondence of the Club, prepare notices of all meetings of the Club and Board, and shall be responsible for assembling and distribution of an annual membership directory.

ARTICLE V

NOMINATING COMMITTEE

Section 1 **NUMBER OF MEMBERS:** There shall be a Nominating Committee of three (3) Club Members in good standing that have designated Skating Club of Central Ohio as their home club. The Immediate Past President shall serve as the chair of the Nominating Committee, unless ineligible or unavailable, in which case the President shall appoint the chair. The Club Members shall elect the two remaining members. No member of the Nominating Committee or their family member as defined in Article III, Section 2, shall be eligible to be nominated by the Nominating Committee for election to the Board in the current election cycle. No member of the Nominating Committee shall be eligible for election in the current election cycle. Solicitations to the general membership for interest in being elected to the nominating committee and announcement of the general membership meeting for the election of the nominating committee shall be initiated by the Board on or before July 1st of each year with response due on or before July 15th. A general membership meeting shall be held before July 31st and may be held in conjunction with a Board meeting at which time the election to the nominating committee shall be held. If no more than 2 candidates for the nominating committee are presented for election, they shall be considered elected by proclamation without holding an election meeting.

Section 2 **DUTIES:** The Nominating Committee shall compile a list of Club Members who desire to run for election to the Board and shall interview each candidate who expresses an interest and make recommendations to the Club as to their recommended slate of Officers and Non-Officer Members of the Board for the next ensuing term. Interviews shall be scheduled such that all members of the Nominating Committee are present for each candidate's interview. In even years, the Nominating Committee shall nominate one candidate for President who shall be the previous term's Vice-President unless the Vice-President cannot or will not serve, and a Vice- President. In odd years, the Nominating Committee shall nominate a Secretary and Treasurer. The Nominating Committee shall nominate one candidate for each other Officer and Non-Officer Board position whose term is expiring or whose seat is vacant, for election at the General Election meeting. The Nominating Committee may also solicit candidates and, if so, those candidates shall be interviewed together with other interested candidates. The names of the Nominating Committee's recommended slate of Officers and Non-Officers shall be posted at the North, Dublin and Easton Rinks and Skating Club of Central Ohio website (scoco.org) by August 31st.

Section 3 **OTHER NOMINATIONS:** Any five (5) Club Members in good standing may nominate other eligible candidates for any office at the regularly scheduled September Board meeting, which shall be held no later than September 15th. Any such nominations shall be in written form and shall clearly state the office for which the nomination is being made. The Nominating Committee shall determine from the records of the Club if the nominee is otherwise eligible.

Section 4 **CANDIDATES' APPROVAL:** No candidate shall be elected to any office unless she/he shall have been nominated as herein provided and shall have consented to such nomination.

Section 5 **BALLOTS:** The secretary shall mail or e-mail the ballot by September 30th.

Section 6 **JUNIOR BOARD MEMBERS:** Every election year the Nominating Committee shall be responsible for appointing up to three (3) Junior Members of the Board. These Board members shall be no more than 18 years of age on the date of the general election. These positions are appointed solely by the nominating committee, are not subject to vote by the general membership and are appointed for a one-year term. The Nominating Committee may choose not to appoint any Junior Board members if no suitable Candidates are available or interested in filling the positions.

ARTICLE VI

ELECTION OF THE BOARD OF GOVERNORS

Section 1 **TIMING OF ELECTIONS:** All elections shall be by the general membership at a General Election meeting held not earlier than 14 days after the distribution of ballots & no later than October 15th of each year. All newly elected Officers and Board members shall take office on November 1st of the year elected.

Section 2 **VACANCIES OF THE BOARD:** If a position on the Board becomes vacant, the Board shall appoint an eligible Club Member to fill the vacancy for the balance of the term. If the office of the President is vacated mid-term, the Vice-President will fill out the remainder of that term.

Section 3 **METHOD OF VOTING:** Vote for members of the Board shall be by written ballot at the General Election meeting, by mail ballot, via the internet, or by written proxy. Votes shall be counted at the General Election meeting by the Nominating Committee. In the event of a nomination from the floor pursuant to Article V, Section 3, one of the five Club Members making the nomination, exclusive of the person being nominated, may also participate in the counting of the votes. The chair of the Nominating Committee shall supervise the counting of the votes and the tally shall be kept and made available. The person receiving the greatest number of votes shall be elected to the respective Board position for which he/she was nominated. Nonconforming ballots will not be tabulated. The Nominating Committee shall have the final decision as to the validity of all ballots.

Section 4 **TIEBREAKING PROCEDURES:** In the event of a tie vote, the Nominating Committee shall make the decision as to which candidate shall hold the position.

ARTICLE VII

SERVICE OF TERM

Section 1 **OFFICERS:** The President and Vice President shall be elected in each even-numbered year to a term of two years. The Secretary and the Treasurer shall be elected in each odd-numbered year to a term of two years.

Section 2 **NON-OFFICERS:** two (2) Non-Officer Members shall be elected in each odd-numbered year to a term of two years and one (1) Non-Officer Member shall be elected in each even-numbered year to a term of two years. Up to three (3) Junior Board Members shall be appointed by the nominating committee each year to a term of one (1) year.

ARTICLE VIII

POWERS AND DUTIES OF THE BOARD OF GOVERNORS

Section 1 **MEETINGS:** The Board shall have not less than nine (9) monthly meetings per calendar year. The date of such meetings shall be stated by the President or in his /her absence by the Vice-President. The General

Election meeting and General Membership meeting shall, for the purpose of this Section, be considered a Board meeting. Any four (4) members of the Board may call a Special Meeting upon written notice to all members of the Board at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the specific purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 2 **ACTIONS OF THE BOARD WITHOUT A MEETING:** The Board shall be permitted to take any action without a meeting with the affirmative vote or approval of a majority of the Board, and in a writing or writings signed by all of the members of the Board and duly filed with the Secretary of the Club.

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

Section 4 **METHOD OF VOTING:** Issues that require a vote of the Board may be voted on via voice or written vote at any Board Meeting. Votes may also be taken via telephone or e-mail; however, such a vote must be confirmed at the next regularly scheduled Board meeting.

Section 5 **AUTHORITY:** The Board shall have the sole authority in the management of the affairs and finances of the Club and shall have general control of all its property. It may make such rules as it deems proper respecting the use of the Club's finances and property; prescribe rules for the admission of its members; fix penalties for offenses against the rules; and make rules for its own government and for the government of any committees appointed by it.

Section 6 **FINANCES:** All appropriations from the funds of the Club shall be made by the Board. The Board shall audit the records of the Secretary, the Treasurer and the Standing Committees annually and shall report its findings to the Club Members in a written report. It shall prepare and submit to the general membership a summary of the anticipated revenues and expenditures of the Club.

Section 7 **GENERAL MEMBERSHIP:** the Board of Governors shall elect members to the Club as addressed in Article X herein. Such elections must be by majority vote at a regular meeting of the Board. No candidate shall be denied membership without sufficient cause and such denial shall not be based upon race, age, sex, religious preference, disability or nationality. No rejected candidate shall be eligible for membership for six months after rejection.

Section 8 **SUSPEND OR EXPEL:** The Board shall have the power to suspend or expel any member for violations of the Constitution and By-Laws or for conduct which it shall deem improper, but no member shall be expelled or suspended without the right to a hearing as set forth in Article XIII herein.

Section 9 **STANDING COMMITTEES:** The Board shall approve each Chair's selections for additional members of all standing committees with full authority over them except as herein provided, and shall appoint such other committees as it deems necessary.

Section 10 **USFSA DELEGATE:** The Board shall appoint, from the registered Club Members in good standing who are also home club members and otherwise eligible under the provisions of the USFSA Official Rules, a number of Delegates to the USFSA Governing Council 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 VII. The Delegate or Delegates shall be the representative(s) between the Member Club and the USFSA and shall attend the Governing Council meeting, either in person or by proxy. The Club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

Section 11 **BOARD MEMBER LIMITATION:** The office of a Board Member shall be ipso facto vacated if:

1. The Board Member is found to be of unsound mind.
2. The Board Member is convicted of a criminal offense.
3. The Board member is guilty of malfeasance or misfeasance of office as to the Club position he/she holds.
4. The Board Member notifies the Club in writing that he/she resigns the office.
5. The Board Member is no longer a home club member of the Club or becomes otherwise ineligible in accordance with the provisions of Article III, Section 2.
6. The Board Member is expelled from the premises by the Home Rink(s) or any other facility being used for any Club function.
7. The Board member is absent from two consecutive Board meetings without excuse

ARTICLE IX

STANDING COMMITTEES

Section 1 **DESIGNATED COMMITTEES:** The standing committees shall be Membership, Tests and Competitions & Exhibitions.

Section 2 **OPERATION OF STANDING COMMITTEES:** Each Standing Committee shall be chaired by a Board Member. The acts of all committees shall be subject to approval by the Board of Governors.

Section 3 **MEMBERSHIP COMMITTEE:** The Membership Committee shall investigate the qualifications of all candidates for membership and make recommendations to the Board. All elections to membership must be by majority vote at a regular meeting of the Board. The Committee shall receive and process all applications for membership and shall notify the applicant of his/her approval or rejection, and shall furnish all Club Members with a copy of the Constitution and By-Laws and the member handbook.

Section 4 **TESTS COMMITTEE:** The Tests Committee shall have the complete charge of setting the dates for giving USFSA tests and obtaining approved USFSA judges for those tests. The Committee shall attempt to obtain sanctions for all Club Members when requested by the members for all competitions, exhibitions or other designated events which are not sponsored by the Club. The Tests Committee will be responsible for Member Recognition as set forth in Article XI.

Section 5 **COMPETITIONS AND EXHIBITIONS COMMITTEE:** The Competitions and Exhibitions Committee shall be in charge of the organization and administration of all USFSA competitions and exhibitions sponsored by the Club. The Committee shall work closely with the President or his/her designated representative to acquire any and all sanctions for such events.

ARTICLE X

MEMBERSHIP

Section 1 **ELIGIBILITY:** Any person who qualifies as an eligible figure skater as defined by the USFSA shall be eligible for membership in the Club. Coaches (professionals) and non-skaters may also be members of the Club. Eligible skaters may designate the Club as their home club, entitling them to voting rights if they are otherwise eligible to vote.

Section 2 **CLASSES FOR MEMBERSHIP:** The Board may develop various classes for membership and set membership fees accordingly.

Section 3 **APPLICATION FOR MEMBERSHIP:** Applications for membership must be subscribed by the candidate, must state the person's name and address, and include an agreement to comply with the Constitution, By-Laws, Club regulations and Club Code of Conduct. All applications must be sent to the Secretary at least ten days prior to the meeting of the Board, at which action is to be taken thereon, and the Secretary shall immediately refer the application to the Membership Committee. The Board shall vote on all applications and shall cause the Membership Committee to notify the applicant of the result.

Section 4 **DUES:** All members shall pay annual dues and assessments in a timely fashion and in the amount specified by the Board. The annual dues shall include the membership fee for the USFSA or a non-USFSA category.

Section 5 **MEMBERSHIP TERM:** The membership term shall run annually, corresponding with the calendar term used by the USFSA.

Section 6 **ARREARS FOR DUES:** Any member in arrears for dues or other indebtedness shall be notified by the Secretary by mail at his/her 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. A member dropped from the roll for non-payment of dues or other indebtedness may, upon payment of same, be reinstated to full membership at the discretion of the Board. No member in arrears for dues or other indebtedness shall be eligible to hold office, be entitled to vote, and shall not be permitted to represent the Club at any competition or exhibition.

Section 7 **RESIGNATION:** All withdrawals from membership should be in writing. Any member must bring any arrearage, dues or other indebtedness current at the time of resignation, or the Board may take any action it deems necessary.

Section 8 **RESPONSIBILITIES FOR GUESTS:** Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's sessions as a guest of the member.

Section 9 **BOARD APPROVAL FOR COMPETITIONS AND EXHIBITIONS:** No member or members of the Club shall make entry in the name of the Club in any competitions or exhibitions except with the approval of the Board, or someone given this authority by them.

Section 10 **MEMBER VOTING RIGHTS:** Voting Club Members must be in good standing to vote in any matter presented to the General Membership for vote and in all elections. Any voting club member under the age of 14 must sign their ballot and must also have a parent or guardian sign their ballot. Voting Club Members must be a club member 45 days prior to the election date.

Section 11 **MEMBERS IN GOOD STANDING:** A member in good standing is a member free of any arrears for dues or other indebtedness. Any member expelled or under suspension according to Article X, Section 6 is considered a Member Not in Good Standing. Furthermore, any member expelled or under suspension by the USFSA, or in violation of the rules and regulations of the Home Rink or any other facility contracted by the Club is considered a Member Not in Good Standing.

ARTICLE XI

MEMBER RECOGNITION

Section 1 **LEVEL OF ACHIEVEMENT:** Contingent upon Home Rinks approval and Board support, a display will present to the public the current achievement with respect to USFSA test levels of the various skating disciplines for all home club members in good standing. The display and its contents are the property of the Club.

Section 2 **NON-DISPLAY OF ACHIEVEMENT:** A member may submit in writing a request to the Board to remove their achievement recognition from public display. Such requests will be presented at the next Board meeting, recorded in the minutes, and acted upon in a reasonably short period of time. The member may reverse their previous request and return their achievement recognition for public display by submitting in writing a request for reinstatement to the Board.

Section 3 **GRADUATING SENIOR RECOGNITION:** A home club member in good standing will be recognized with a gift from the Club, of nominal value, for their personal achievement with respect to USFSA test levels of the various skating disciplines attained through the approximate date of their graduation or generally accepted equivalent academic standard. The home club member shall be responsible for notifying the Board of his/her graduation.

Section 4 **PERMANENT RECOGNITION:** Contingent upon Home Rink's approval and Board support, a permanent display will present to the public the achievement of those skaters attaining their USFSA Gold level for any of the various skating disciplines while a home club member in good standing of the Club, with no exceptions. The display and its contents are the property of the Club. A member cannot request the non-display of the permanent recognition. The club will purchase the gold medal for any skater attaining their USFSA gold level for any of the various skating disciplines while a home member, in good standing, for 2 or more consecutive years.

ARTICLE XII

CLUB MEETINGS

Section I **TIME:** There shall be at least one annual General Membership and one General Election meeting each year. One meeting may serve both functions provided that a General Membership meeting is held not sooner than forty five (45) days before the date of the General Election meeting for the purpose of electing members of the Nominating Committee.

Section 2 **SPECIAL MEETINGS:** The Secretary shall call Special Meetings at the direction of the President, at the request of four (4) Board members or upon the written request of seven (7) Club Members of voting age and in good standing. In this event, the specific purpose of the meeting must be posted in writing at the Home Rink(s), along with a meeting date not to be held for at least ten (10) days after the posting thereof.

Section 3 **QUORUM:** Twenty percent (20%) of all voting members in good standing shall constitute a quorum for the transaction of business.

Section 4 **NOTICES:** Notices of Stated and Special Meetings shall be posted by the Secretary at least ten (10) days in advance of the meeting on the Club bulletin board.

Section 5 **SPECIAL MEETING LIMITATION:** No business shall be transacted at a special meeting except that for which notice was given.

Section 6 **METHOD OF VOTING BY CLUB MEMBERS:** Any action that may be taken at any General Membership or General Election meeting shall be permitted to be taken by mail or proxy ballot signed by the Club Member duly filed with the Secretary of the Club prior to the date of the meeting or by proxy signed by the Club Member designating another Club Member or the Board to act on their behalf at the meeting. Ballots may also be submitted by e-mail or vial the internet, provided that a secure electronic signature is provided. A simple majority of all Club Members in attendance and/or voting by proxy on specified matters shall be necessary to pass any action.

ARTICLE XIII

DISCIPLINE

Section I **PROCEDURE:** Any Club Member or Members having complaint against another Club Member for the infraction of any law or rule, other than skating rules which are enforced by the Home Rink(s), as for conduct injurious to the welfare of the Club or a Club Member, may report the same in writing to the Board. Such complaint shall set forth the specific facts of the complaint, together with the names of witnesses, if any. After receiving such complaint, a hearing of the Board shall be held as soon as practicable to investigate the same. The complainant or complainants, and the Club Member complained of, shall receive at least seven (7) days notice of such hearing, and may call witness on their behalf and cross examine witnesses who testify against the Club Member. Upon conclusion of the hearing the Board shall make a written finding of facts and shall rule upon the complaint. The statements, evidence, findings of fact and decision of the Board shall be reduced to writing and filed with the Secretary, who shall mail copies thereof to the complainant or complainants, and to the Club 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 XIV

PROSPECTIVE MEMBERS AND GUESTS

Section I **PROSPECTIVE MEMBERS:** A prospective member may be admitted to a social activity provided he/she is accompanied in person by a Club member.

Section 2 **GUESTS:** A visiting skater from an out-of-town member Club of the USFSA may skate without joining the Club on a space available basis. All regular ice fees apply. All guests must comply with policies of the Club and the hosting facility.

ARTICLE XV

AMENDMENTS TO THE CONSTITUTION BY-LAWS

Section I The Constitution and By-Laws may be amended by the Board by a two-thirds vote of the Board, in person or by proxy, at any regularly constituted meeting thereof.

