

Constitution
And
Bylaws of the
Tomahawk Figure
Skating Club

General Policies of the
Tomahawk Figure Skating Club

All policies of the Club shall be categorized as in the Bylaws.

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CONSTITUTION

Constitution of the Tomahawk Figure Skating Club, Inc.

Member Group of the United States Figure Skating Association

Revised and Adopted: September 2007

BYLAWS

Article I
Declaration

Section 1. Name: The name of the club shall be the Tomahawk Figure Skating Club, Inc. (hereafter called the “Club”)

Article II
Purposes

The purposes of the Tomahawk Figure Skating Club, Inc., being a recreational club, are as follows: to encourage in the instruction, practice, and advancement of the club members in any or all disciplines of figure skating; to encourage and cultivate a spirit of fraternal feelings among ice skaters; to carry out the general policies and objectives of the United States Figure Skating Association (hereafter called “USFSA”).

Article III
Purposes

Section 1. Titles: The officers of the Club shall be called the President, Vice-President, Treasurer, and Secretary. The offices of the Treasurer and Secretary may be combined. All officers must be registered members of the USFSA who have designated the Tomahawk Figure Skating Club, Inc. as their home club. Any of the four officers of the club may hold two of the executive positions; however, the offices of President and Secretary may not be combined.

Section 2. 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 of

Directors. The President shall have the responsibility for the entire supervision and management of the club and its property, pending the actions of the Board of Directors; the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the Board of Directors; the power to call special meetings and also general Club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the Club upon 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 his/her duties and, in the absence of the President, to assume the duties and officiate in his/her stead.

Section 4. Duties of the Treasurer: It shall be the duty of the Treasurer to keep the financial accounts and records of the Club, and to manage its funds. The funds shall be deposited into a bank approved by the Board of Directors and into an account bearing the name of the Club. The Treasurer shall disburse the funds according to the direction of the Board of Directors. The Treasurer shall report a summary of the transactions to the board at scheduled Board Meetings. The Treasurer shall prepare a yearly financial report for presentations at the annual meeting, and if required, prepare an annual financial report for the Club's accountant for the preparation of all filings for government agencies.

Section 5. Duties of the Secretary: It shall be the duty of the Secretary to keep all records of the Club, minutes of the meetings of both the Club and the Board of Directors, rosters of membership, list of committees and their individual memberships, and also to issue all notices of meetings of the club and Board of Directors. The Secretary, together with the President, shall sign all agreements and contracts made by the Club upon the approval of the Board of Directors.

Section 6. Vacancies: If any of the officers of the Club should vacate their position due to death, resignation, removal, or otherwise, the Board of Directors may elect a successor who will hold office for the remainder of the term.

Section 7. Removal: Any officer may be removed from office by the majority vote of the Board of Directors. This vote must take place at a special meeting called specifically for this purpose, and the officer under consideration for removal may not cast a vote. Any member of the Board of Directors not in attendance at three (3) consecutive scheduled meetings shall be considered to have vacated the position. (06/04/01)

Article IV Board of Directors

Section 1. Qualifications: Directors must be voting members of the Club as specified in these Bylaws.

Section 2. Number of Members: There shall be a Board of Directors composed of seven (7) regular members (voted and accepted 09/18/06) of the Club. The Board of Directors shall include the officers as specified in these Bylaws. A maximum of one (1) ineligible or restricted member may be part of the Board of Directors. Board positions may not be held by more than one parent/guardian of any junior member. (voted and accepted 08/26/97)

Section 3. Terms of Office: The Board of Directors shall be elected each year at the regular meeting of the Club, and they shall serve a term of one year.

Section 4. Vacancies: In the event of a vacancy on the Board of Directors, such a vacancy may be filled by any Club member in good standing, upon vote of the remaining Directors. The appointed Director shall complete the remainder of the term of the vacated Director position.

Section 5. Quorum: A majority of the Board of Directors shall be considered a quorum for the transaction of business.

Section 6. Meetings: The Board of Directors shall meet at least once per month during the skating season, with no less than nine (9) total meetings during the

calendar year. The dates of such meetings shall be stated by the President or, in his/her absence, by the Vice President. Any four (4) members may call a Board meeting upon notice to all members of the Board of Directors with at least three (3) days prior notice to be given. The notice shall state the date and location of the meeting and the purpose for which the meeting is called. The officers of the Board of Directors may hold executive meetings when deemed necessary. 06/04/01 The meetings of the Board of Directors shall be held in closed session, with the exception of special requests made in advance and with the approval of the majority of the Board. 06/04/01

Section 7. Authority: The Board of Directors shall have the entire authority in the management of the affairs and finances of the Club and also shall have general control over its property. All rights and powers connected therein shall be vested in them. The Board of Directors shall make such rules as they deem proper in regards to 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 of Directors shall appoint standing and other committees as they deem necessary. Please refer to Article XII for exceptions. The opening and closing of the rink for lessons skating schedule shall become the responsibility of each member of the board, to be scheduled on a rotating basis. 02/04/02 The board of directors shall hold the ultimate responsibility of ensuring that the rink is opened and closed properly. 07/01/07

Section 8. Proceedings: The proceedings of the club shall be governed and conducted according to "Robert's Rules of Order, Newly Revised," except as they may be in conflict with these Bylaws.

Section 9. Financial Duties: All appropriations from the funds of the Club shall be made by the Board of Directors. The Board of Directors shall audit the records of the Secretary, Treasurer, and other committees. The Board of Directors shall be responsible, if required, for filing yearly federal and state income tax returns and performing any other duties deemed necessary by the Board of Directors. The Board of Directors shall have the power to limit the indebtedness of the Club. All

expenditures in excess of \$50.00 shall require prior approval from the Board of Directors. 06/04/01

Section 10. Board Member Limitations: The office of the Board member shall be ipso facto vacated if the following occur: if he/she is found to be mentally incapacitated; if he/she is convicted of a felony; or if he/she resigns the office by means of written notice to the Club.

Article V Standing Committees

Section 1. Names: The standing committees may include, but are not limited to: (1) Coaching Committee; (2) Fundraising Committee; (3) Competition Committee; (4) Show committee; any other such committees as the Board of Directors may deem necessary. The committee chairs shall be appointed annually by the Board of Directors. The number of members serving on committees shall be the number to necessary to complete the required committee tasks.

Section 2. Duties of the Instruction Committee: Upon the approval of the Board of Directors, it shall be the duty of the Instruction Committee to assist with the development and coordination of coaching staff, maintain current instructional equipment, relay testing opportunities to participants and keep accurate records of such, arrange for all additional assistance as required, promptly submit all monies and expenditures vouchers to the Treasurer, and to report the committee's activities to the Board of Directors as requested. All registration fees must be paid by the due date established by the Board of Directors to allow participants to continue with their instruction. 06/04/01 The breakdown of levels and their times shall be established by the Board of Directors annually, based on the anticipated participation. 08/02/00 Members who have not paid their fees, will not be allowed on the ice. (09/20/05)

Section 3. Duties of the Fundraising Committee: Upon the approval of the Board of Directors, it shall be the duty of the Fundraising Committee to arrange for

fundraising activities, coordinate participation of members and keep accurate records of such, create sub-committees as the committee chair may deem necessary, promptly submit all monies and expenditure vouchers to the Treasurer, and to report the committee's activities to the Board of Directors as requested.

Section 4. Duties of the Competition Committee: Upon the approval of the Board of Directors, it shall be the duty of the Competition Committee to relay competition opportunities to participants, arrange for additional funding if necessary, obtain competition results and keep accurate records of such, relay result information to the Public Relations chair, promptly submit all monies and expenditure vouchers to the Treasurer, and to report the committee's activities to the Board of Directors as requested. Club membership shall be required for participation in Competitions and the use of their ice time. 10/08/97 Participants shall be charged an additional fee for the use of additional ice time required for practice. Participants shall also be responsible for the fees charged by the coaches for choreography and instruction. 12/16/97

Section 5. Duties of the Show Committee: Upon the approval of the Board of Directors, it shall be the duty of the Show Committee to set the event theme and dates, set practice and rehearsal schedules, coordinate participation of members and keep accurate records of such, arrange for additional funding if necessary, arrange for all additional assistance as required, create sub-committees as the chair may deem necessary, promptly submit all monies and expenditure vouchers to the Treasurer, and to report the committee's activities to the Board of Directors as requested. The Board of Directors will approve the performance of any guest skater wishing to perform in the annual Ice Show. 03/04/02 Participation in the annual ice show for solo and/or duet members shall not be based on the correlation with the annual theme. 09/07/00 Performance of competition numbers in the annual Ice Show shall be at the discretion of the Board of Directors and Show Committee. 09/07/00 Any numbers other than those predetermined by the committee chairperson will require approval on an individual basis (i.e. Comp solo/duets). 12/16/97

Article VI

Elections

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

Section 2. Voting: Ballots shall be distributed to all members at least twenty (20) days prior to the ballot-counting meeting. The date and location of the ballot-counting meeting shall be included on these ballots. Members may cast their ballot by mail, addressed to the Secretary, or in person at the ballot-counting meeting. Ballots not received in the mail in time to be counted shall be deemed invalid. This meeting shall be open to all members, though the counting of the ballots shall be conducted under the supervision of the Secretary or other such person as the Board of Directors may designate.

Section 3. Records: The Secretary shall preserve the records of an election for at least one (1) year.

Article VII Membership

Section 1. Candidates for membership shall be individuals interested in the objectives and goals of the Club. To increase parental participation, the creation of mandatory service hours to assist with the tasks of the club shall be required and included on the next season's registration form. 05/07/00 Participation in fundraisers is mandatory. 06/04/01 Any consideration for partial membership shall be determined by the Board of Directors on an individual basis. 08/02/99 Club membership fee shall be valid for one (1) full year. 07/05/00

Section 2. Classes of membership: There shall be three (3) classes of membership, known as Senior Members, Junior Members, and Honorary Members. (1) Senior Members, who have attained the age of eighteen as of the first day of September of the current membership year, shall have all privileges; (2) Junior Members, who have not yet attained the age of eighteen as of the first day of September of the current membership year, shall have all privileges except voting rights; (3) Honorary Members, who are the parent/guardian of Junior Members, shall have

their voting rights and the right to hold positions of the Board of Directors or on committees.

Section 3. Termination and/or Suspension of Membership: Any person's membership may be terminated or suspended by a majority vote of the Board of Directors. Notice shall be given to said member by registered mail at his/her address as it appears in the Club records within ten (10) days of termination or suspension. Termination or suspension of membership does not relieve said member from any obligations for charges incurred, services or benefits rendered, dues, assessments, or fees arising from contracts or otherwise. Appeal rights shall be governed by the USFSA rules and Bylaws. The Board of Directors may discontinue the participation of any member for non-payment of any monies due. 06/04/01 The Board of Directors shall establish all participation fees and their respective due dates, and all disciplinary resulting from non-payment of such. These fees may be increased at any time deemed necessary by the Board of Directors after sufficient need has been shown. 06/04/01

Article VIII Club Meetings

Section 1. Time: There shall be at least one (1) annual stated Club membership meeting each year. A stated meeting shall be held no later than one (1) month after the skating season opens in the fall, or within one (1) 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, upon written request of ten percent (10%) of the Club membership in good standing.

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

Section 4. Notices: Notices of stated and special meetings shall be mailed by the Secretary to all members 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's bulletin board.

Section 5. Special Meeting Limitations: No business shall be conducted at a special meeting except that of which notice was given.

Article IX Discipline

Section 1. Conflict Resolution: The Board of Directors shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the club parent/skater handbook. It is the expectation that the Board of Directors will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the Board of Directors will be handled in a timely and confidential manner using due process (7/25/23).

Article X Fees, Dues, and Assessments

Section 1. Fees: The annual fees payable to the Club shall be in such amount as determined from time to time by the Board of Directors.

Section 2. Dues: The annual dues payable to the Club shall be in such amount as determined from time to time by the Board of Directors.

Article XI Fiscal Year

The fiscal year shall run from May 1 to April 30 until such time as the Board of Directors finds it necessary to adopt a different fiscal year.

Article XII
Amendments and Revisions to Bylaws

These Bylaws may be amended by a majority vote at a regular meeting of the members of the club, provided a notice of thirty (30) days of the general nature of the proposed amendment(s) has been mailed to all voting members, and/or shall be posted by the Secretary for the same length of time on the Club's bulletin board. Proxies may be used for voting purposes.

Article XIII
Club Policy

Club policies related to the ongoing year to year operation of the club shall be created as deemed necessary by the Board of Directors. Amendments and/or revisions to Club policies shall require a preliminary majority vote of the Board of Directors, and further must be approved by a majority vote of the quorum of the Club Members at the annual club meeting.

Tomahawk Figure Skating Club, Inc. Tomahawk, Wisconsin 54487

These Bylaws were presented to the Board of Directors for their approval.

President

Director

Vice President

Director

Treasurer

Director

Secretary

These Revised bylaws were presented to the Club membership for their approval and adopted the same day.