

BYLAWS  
OF THE  
SKATING CLUB OF OREGON

Adopted  
Amended November 2004  
Amended June 2010

ARTICLE I

Name, Incorporation and Affiliation

Section 1.1 Name. This organization shall be known as the Skating Club of Oregon, hereinafter referred to as the "Club."

Section 1.2 Incorporation. The Club is Member Club #1162 of the United States Figure Skating Association (U.S. Figure Skating) and is incorporated as a nonprofit under section 501(c)(3) of the Internal Revenue Code and registered as a nonprofit corporation under the laws of the state of Oregon.

Section 1.3 Membership in U.S. Figure Skating. As a member of U.S. Figure Skating, the Club and its members shall be subject to and abide by the Bylaws and Official Rules of U.S. Figure Skating, which will have precedence over Club Bylaws and Policies and Procedures.

Section 1.4. Offices. The Principal Address of the Club shall be located in Oregon or Southwest Washington. The Registered Office of the Club, required by the Oregon Nonprofit Law to be maintained in the State, shall be determined by the Board of Directors of the Club, and may or may not be the same as the Principal Address of the Club.

ARTICLE II

Purpose

The Club's primary focus shall be to improve, encourage and advance the sport of Ice Skating in all its forms.

Notwithstanding any other provision of these articles, the Club shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue code, or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

ARTICLE III

Membership

Section 3.1. Members. Membership shall be open to those who subscribe to the purposes of the Club, and are registered with U.S. Figure Skating. Membership provides voting rights and other legal

rights or privileges in connection with the governance of the Club, in accordance with such provisions and criteria pertaining to qualifications, classification, privileges, application and acceptance of members established by the Board. Members of the Club shall abide by, and conduct themselves in a manner consistent with, the Bylaws, Official Rules, Policies, Procedures, Code of Conduct and Code of Ethics and principals of ethical behavior of U.S. Figure Skating. Registration for qualifying competitions shall be determined by U.S. Figure Skating Bylaws.

Section 3.2. Classes of Membership. There shall be at least three classifications of membership. However, the Board reserves the right to add special categories of membership as it deems necessary. A description of the new membership, and its benefits and obligations shall be written at that time.

A. A Full member is anyone who is registered in U.S. Figure Skating through the Club, and pays full or family membership dues.

B. An Honorary member shall enjoy all of the benefits of a Full member without the requirements of paying initiation fees, dues or assessments, except that this member shall not be entitled to apply for reimbursement for Qualifying Competitions or Tests. However, they may opt to retain their Full member status by paying those dues without forfeiting their Honorary status. Honorary members shall be selected by the Board.

C. An Associate member is any skater who is registered in U.S. Figure Skating through another skating club and pays associate dues to Club. They shall not vote, hold office, sit on the Board of Directors or committees, or have other privileges of the Club except those relative to the use of the ice.

Section 3.3. The Membership year shall run from July 1<sup>st</sup> through June 30 of the following year.

## ARTICLE IV

### Board of Directors

Section 4.1. The Board of Directors (hereafter referred to as the Board) shall:

A. consist of seven Full members who are at least 18 years of age and meet the eligibility rules of U.S. Figure Skating for serving. There shall be four Officers and three Directors. Four Directors will be elected on even-numbered years, and three Directors will be elected on odd-numbered years.

B. have no more than one member of any household serving on the Board at any one time.

C. serve for a period of two years. Directors may be elected for three consecutive terms. Members who have served their three terms (either elected or appointed) may not return to a Board position for a period of one year, however, they may serve on any committee.

D. manage the business and affairs of the Club, including fundraising, investments and review records of the Secretary, Treasurer and the Committees. Records of the Club shall be open for

review by any Full member on request. An annual review of all financial records shall be made by the Board or its authorized delegate.

E. Appoint delegates for U.S. Figure Skating Governing Council as allowed by its national rules.

F. Appoint four delegates to the Oregon Skating Council (OSC), one being the President and the other three being Full members.

Section 4.1.1 Election of Directors. The election of the Board shall be by secret ballot, by the Full members of the Club 13 years of age and older, each year at the Spring General Meeting. Directors shall serve from July 1 to June 30.

Section 4.2 Candidates for the Board shall be selected by a Nominations Committee and also by write-ins and nomination from the floor. Candidates must have given prior approval to be nominated.

Section 4.3 Board Vacancies. The Board shall appoint a Full member to fill a Board vacancy until the next General Meeting of the Club, at which time a Director shall be elected for the remainder of the unexpired term..

Section 4.4 Resignations from the Board shall be made in writing to the President of the Club. The resignation shall be effective upon receipt of the letter unless a later date is specified.

## ARTICLE V

### Officers

Section 5.1. The Officers of the Club shall be the President, Vice President, Secretary and Treasurer. The Board may appoint an assistant for the Secretary and/or Treasurer. No member shall hold more than one elected office at a time.

Section 5.2 Election of Officers The new Board shall convene before July 1 and elect their Officers from among its members. The officers will take their positions July 1. The term of office for an Officer shall be one year.

Section 5.3 The President shall preside at all Board and Club meetings; appoint committee Chairs with the approval of the Board (except the Nominations Committee Chair); be an ex-officio member of all committees (except the Nominations Committee); and sign all agreements and contracts made by the Club, after approval of the Board. The President or the President's appointee shall act as the Liaison between the Club and Lloyd Center Ice Rink and/or Lloyd Center management and other ice skating rinks.

Section 5.4 The Vice President shall assist the President in the discharge of his/her duties; assume those duties in his/her absence; oversee the functioning of all committees and deliver their reports to the Board.

Section 5.5 The Secretary shall keep accurate Minutes of all meetings of the Club and Board, and a

record of correspondence; notify U.S. Figure Skating of the election results in accordance with its requirements; oversee all communication to members, including the publishing of the annual calendar of Club events and the Newsletter; maintain a current email list of members for use by all committees; a current Voting List in conjunction with the Membership Chair; and a current Club Properties List.

Section 5.6 The Treasurer shall keep a record of all receipts and disbursements of the Club in accordance with standard accounting procedures, and submit a report at each Board meeting; oversee filing all financial and tax reports with the proper governmental agencies in a timely manner; and be a member of the Finance Committee and the Fundraising Committee.

## ARTICLE VI

### Committees

Section 6.1. The President shall appoint all committee chairs with the approval of the Board, except the Board will appoint the Nominations Committee, Governing Council delegates and OSC delegates. Committees and appointed positions shall give regular reports as requested by the Board.

Section 6.2 Fundraising Committee shall develop an annual calendar of fundraising activities and coordinate all Club fundraising events.

Section 6.3 Membership Chair shall be responsible for the receiving and processing of all membership applications to maintain a current membership list.

Section 6.4 Public Relations Committee shall be responsible for news releases, and maintaining good relations with the press and other media of communication.

Section 6.5 Sanctions Officer shall be thoroughly familiar with the Sanction Rules of U.S. Figure Skating and shall apply for all Club sanctions.

Section 6.6 Program Committee shall develop an annual calendar for Club sessions and oversee the running of those sessions, including exhibitions, shows and competitions.

Section 6.7 Test Chair shall be in charge of conducting U.S. Figure Skating tests, maintaining records and making reports as required by the rules of U.S. Figure Skating.

Section 6.8 Nominations Committee shall oversee all nominations and elections to the Board. They shall be appointed by the Board and shall consist of at least three Full members, no more than one of which may be a Board member.

A. They will collect names of qualified nominees, and prepare a secret ballot, including provisions for write-in candidates and absentee ballots.

B. The candidates receiving the greatest number of votes shall be declared elected. In the event of a tie vote for the last position a re-vote shall be taken at the same Annual Meeting to

determine a winner. Results of the election shall be communicated to the membership and U.S. Figure Skating according to its requirements.

Section 6.9 Finance Committee shall develop an annual budget for the Club and advise the Club on all financial matters, including investments.

Section 6.10 Bylaws and Rules Committee shall review the Bylaws and Policies and Procedures of the Club and make recommendations to the Board.

Section 6.11 Other positions. Other members may be appointed by the President to positions as specified in the Policies and Procedures.

## ARTICLE VII

### Meetings and Club Functions

Section 7.1. Meetings of the Board, Committees, and Club shall be conducted in accordance with Robert's Rules of Order Newly Revised.

Section 7.2. Board Meetings shall be regularly scheduled, with a minimum of eight meetings per year, and shall be open to all members of the Club.

A. A Quorum shall consist of at least five Board members at a Board meeting.

B. Special Board Meetings may be called by three Board members upon one week notice. No business other than that stated in the meeting notice may be discussed.

Section 7.3. General Meeting. The Club shall hold an Annual Meeting of its members to elect the Board and conduct other business.

A. A Quorum shall consist of 20% of the eligible voting membership, either present or by absentee ballot.

B. Special General Meetings shall be called by ten or more Full members by filing a written request with the Secretary. The Secretary will then mail the notice and purpose to all Club members, at least ten days before the meeting. Business at Special Meetings shall be limited to that stated in the meeting notice and any action shall be decided by secret ballot, providing a quorum of 20% of eligible voting members are present.

## ARTICLE VIII

### Discipline

Section 8.1. Conflict resolution. If the Board, or any member(s) of the Club, wishes to file a complaint against another member or the Board for the infraction of any law or rule, other than skating

rules, or for conduct injurious to the welfare of the Club, they must report same in writing by certified mail to the President or Vice-President of the Board. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. Within 14 days after receiving such a complaint, the recipient shall announce to the plaintiff(s) and the defendant(s) a meeting of the Board that will be held within 30 days. The plaintiff(s) and the defendant(s) shall be heard with their witnesses. The statements, evidence, and decision of the Board shall be written up by the Club Secretary, who shall mail copies to all parties involved.

Section 8.2. Appeals. Prior to filing a grievance with U.S. Figure Skating, a plaintiff must first seek resolution through the Club as stipulated in Article VIII, Section 1. of these Bylaws. The plaintiff may then continue the grievance by filing with with U.S. Figure Skating.

## ARTICLE IX

### Amendments

Amendments to these Bylaws may be acted upon at any Club meeting provided a notice is sent out at least thirty days in advance and that it states the proposed changes being considered. A two-thirds majority vote of all full members 13 years of age and older, either present or by absentee ballot, shall be required to adopt a change. Absentee ballots must be received by the Board at least 24 hours prior to the meeting to be counted.

## ARTICLE X

### Dissolution

Upon the dissolution of this corporation, assets shall be distributed to the Oregon Skating Council or another local nonprofit operation whose purpose is to enhance figure skating.

\_\_\_\_\_  
Date Secretary

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Date President