

**By-Laws of the
San Diego Figure Skating Club**

Revised: May 17, 2020

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Article I

Membership

Section 1. Candidates for membership shall be individuals interested in the objectives of the San Diego Figure Skating Club, ("Club" or "Home Club") and figure skating as specified in the Rules and By-Laws of U.S. Figure Skating. The membership shall consist of the following classes:

a. U.S. Figure Skating Registered Home Club Members.

- (1) Senior Members. Senior members shall be 18 years of age or older and shall have full privileges as defined by the rules of the U.S. Figure Skating.
- (2) Junior Members. Junior members shall be under 18 years of age and shall have all skating privileges. Voting privileges of junior members shall be exercise by a parent or guardian, each junior member representing one vote.
- (3) Life Members. By unanimous vote of the Board of Directors, a Life membership may be awarded to any person deemed worthy. Such Life members shall be exempt from payment of dues and shall have all privileges.
- (4) Honorary Members. By unanimous vote, the Board of Directors may from time to time designate any person who has rendered important or distinguished services to the Club an Honorary member of the Club for one year. Such Honorary member shall have such privileges as may be granted by the resolution by which he is admitted. Every such Honorary member shall be exempt from payment of any entrance fee in respect of such Honorary membership and also from payment of any annual subscription, but in all other respects he shall be subject to the By-Laws, Rules and Regulations of the Club as in the case of an ordinary member.

b. The Board of Directors shall take in all nominations for lifetime and honorary members at the April Board of Directors meeting and shall vote on those members at the May Board of Directors meeting. The results shall be entered into record in the minutes and forwarded to the Membership Chair.

- c. Ineligible Members. Any ineligible person, as defined in the current edition of the U.S. Figure Skating Rulebook, may become a member of the Club with all skating and voting privileges. Only one ineligible member may serve on the Board of Directors at any time. Ineligible members may not be a Club officer, nor a U.S. Figure Skating Delegate.
- d. U.S. Figure Skating Registered Non-Home Club Members. Non-Home Club members, who provide proof of membership in another skating club, shall have all skating privileges but may neither serve on the Board of Directors nor vote.

Section 2. The Board of Directors shall have power to limit the number of members in the Club. When the limit is reached in the Club, a candidate for membership shall be entered on a waiting list in the order in which the application is received by the Membership Chairman.

Section 3. Privileges and Duties of Members.

- a. Privileges. Only those who have been admitted as members in the Club, or who are guests of any such member, shall be entitled to the privileges of the Club.
- b. Duties.
 - (1) All those who have been admitted to the Club shall be deemed to have agreed to be bound by the By-Laws and Regulations of the Club, by all restrictions validly enjoined, penalties validly imposed, and rulings of decisions properly made, and the exercise of any authority vested in the Board of Directors or in any committee.
 - (2) All members must immediately update membership system information and notify the Membership Chairman (who shall notify the Secretary, Webmaster and U.S. Figure Skating) of any change in address or email address. Failure to do so shall be deemed a waiver of any notice called for under the By-Laws and Rules of the Club.
 - (3) All members shall pay dues, registration fees or any other financial obligations due the Club in a timely manner.
 - (4) All members shall comply with U.S. Figure Skating SafeSport Policy and requirements as well as the San Diego Figure Skating Club SafeSport Policy.

Section 4. Member in good standing. A member shall be considered in good standing if he has fulfilled his duties as described in Article I, Section 3 of these By-Laws.

Article II

Admission to Membership

Section 1. Each candidate for admission shall submit an application for membership. The application shall be in writing in such form and containing such information as the Board of Directors may from time to time determine necessary. Applications, together with the appropriate membership fee, shall be submitted to the Membership Chairman, and by him/her to the Board of Directors for their action. No person shall be elected a member if a two-thirds majority of the Board of Directors shall object to the election of such person, either in writing or in person and only for good cause.

Section 2. Each new member shall be notified by the Membership Chairman of his/her admission and shall be furnished with a copy of the By-Laws and the Articles of Incorporation.

Section 3. Prospective members may visit three club sessions before applying for membership. U.S. Figure Skating members may be granted additional skating privileges by action of the Board of Directors.

Article III

Termination of Membership

Section 1. Membership Privileges may be Terminated.

- a. By Resignation. Any member may resign from the Club after payment of all dues and other fees then due, including those for the fiscal year in which the resignation is tendered, by sending written notice of resignation to the Secretary. The person resigning shall clear any indebtedness, forfeit all rights or claims of every nature whatsoever to or against the Club, its property, funds, Board of Directors and servants.
- b. Non-Payment of Fees. Membership privileges shall be terminated automatically for nonpayment of fees at 12:01AM on July 1st of each calendar year.
- c. For Cause. At the written request of and based upon verified charges submitted by a Club member, the Board of Directors, by a two-thirds vote of the entire Board of Directors, may, after a hearing, suspend or continue a suspension of any member for just cause. Notice of final action shall be mailed to the member's address of record by registered mail. Such member shall have the right to appeal to the Board of Directors. Such appeal shall be made in writing, to the Secretary, by registered mail, within 30 days of receipt of the Board's action. If no appeal is received, the decision of the Board of Directors shall be final and the person affected thereby shall have no recourse against the Club, its property, funds, directors, officers, or servants.

Termination of a members' membership privileges will be forwarded to U.S. Figure Skating Headquarters.

Article IV

Fees and Assessments

Section 1. The membership fiscal year of the Club shall terminate on June 30th of each calendar year.

Section 2. The annual dues shall be such as the Board of Directors shall from time to time determine. The annual dues are due and payable on June 1st and shall become delinquent on July 1st of each calendar year for the ensuing calendar year.

Section 3. The Board of Directors shall have the power to levy an assessment as they may decide in any year upon each member of the Club except Honorary and Life members. The membership shall be notified in writing of such assessment and the notice must state clearly the specific purpose for which the assessment has been made.

Article V

Government

Section 1. Board of Directors. The government and management of the Club shall be vested in the Board of Directors of nine members, said Board of Directors to be composed of four officers - a President, a Vice-President, a Secretary, and a Treasurer - and five Directors.

Section 2. Term of Office. The President, Vice-President, Secretary, and Treasurer shall be elected for a term of one year, or until their successors are elected. The President shall not hold office for more than two consecutive terms nor serve as President for one year at the completion of two consecutive terms. The five directors shall be elected for a period of two years, or until their successors are elected. Three then two of the five directors shall be elected in alternate years. Officers and directors shall take office at the end of the Annual Meeting.

Section 3. Eligibility.

- a. The officers and directors of the Club shall be 18 years of age or older, in good standing, and shall be Home Club Members at the time of election or appointment.
- b. Notwithstanding the language of Article V, Section 3, paragraph a. members of the Board of Directors shall not be members of the same household.

Section 4. Vacancies. All vacancies occurring among the directors and officers for any cause shall be filled without undue delay by the Board of Directors; such person(s) must meet the eligibility requirements as set forth in Article V, Section 2 and Section 3 of these By-Laws, and will serve until the next general election, at which time the remainder of the vacated term shall be placed on the ballot and filled in the election by Club membership.

Section 5. Method of Election. Candidates shall be elected to the Board of Directors in accordance with Article VI.

Section 6. Meetings of the Board of Directors. There shall be a definite monthly, or other regularly recurring, meeting date for the Board of Directors to be held at such time and place (including electronic meetings) as the Board of Directors may determine. Special meetings may be called by the President or by five members of the Board of Directors. A report on any special meeting must be made at the next regular meeting of the Board of Directors. All meetings of the Board of Directors shall be conducted in accordance with the latest edition of *Robert's Rules of Order Newly Revised*.

Section 7. Quorum. Five members shall constitute a quorum for any meeting of the Board of Directors to include the President of the Club.

Section 8. Action by the Board of Directors without a meeting. Between meetings, votes of the Board of Directors may be taken by a poll at the direction of the President. Such action without a meeting may be taken if every member of the Board of Directors either votes for such action, votes against such action, or abstains from voting and waives the right to demand that a meeting be held. Action is taken only if the number of affirmative votes equals or exceeds the minimum number of votes necessary to take such action at a meeting at which all of the member of the Board of Directors then in office were present and voted. Actions taken shall be effective when the last vote necessary to affect the action is received by the President. The poll shall be conducted by such means as the Board of Directors from time to time may determine.

Section 9. Authority. The Board of Directors shall have entire authority in the management of the affairs and finances of the Club and shall have general control of all its property.

Section 10. Powers and duties of the Officers and Directors.

a. Powers and Duties of the Officers.

- (1) **President.** The President shall perform all the duties incident to his/her office. He/she shall preside at all meeting of the Club and Board of Directors. He/she may call special Board meetings and Club meetings. Except for the Nominating Committee as set forth in Article VI, Section I(a), he/she shall appoint all committees and committee chairmen and may dissolve any committee or remove the chairman of any committee, subject to the approval of the Board of Directors. He/she shall be a member, ex-officio, of all committees except the Nominating Committee. He/she shall, together with the Secretary or one other officer, sign all agreements and contracts made by the Club.

- (2) Vice-President. The Vice-President shall perform all duties of the President in the absence, inability, or refusal of the latter to act, and when so acting he/she shall have all powers, duties and qualifications of the President.
- (3) Secretary. The Secretary shall keep the records of the Club and of all meetings of the Board of Directors. He/she shall conduct all official correspondence and issue notices of all meetings of the Club and Board of Directors.
- (4) Treasurer. The Treasurer shall have charge of the funds of the Club. He/she shall receive and deposit all monies in the name of the Club in such bank or trust company as the Board of Directors may designate, pay all bills, issue, countersign and endorse in the name of the Club all checks, drafts, notices and orders for payment of money. Notwithstanding the language of Article VIII Sections 6 or 7(a) or Article IX, Section 3, he may countersign checks, drafts, notices and orders for payment of money from any accounts controlled by any committee, appointive or permanent. Whenever required by the Board of Directors, he/she shall render a full financial report of the condition of the Club and permit an examination by the Board of Directors of the books, accounts, papers, vouchers, and records pertaining to his/her office and shall promptly turn over the same to his/her successor when elected. He/she shall be bondable by the Club. A qualified accountant or CPA appointed by the Board of Directors shall conduct a review of the books at least once a year.
- b. Appropriations. The Board of Directors shall make all appropriation from the General Funds of the Club.
- c. Reviews. The Board of Directors shall arrange for a qualified accountant or CPA to review the books of the Treasurer at least once a year. The Board of Directors may audit the records of the Secretary and of the various committees when deemed necessary.
- d. Rules. The Board of Directors shall make rules for its own government and for the government of the committees it appoints and for the use of the Club's property. It shall fix penalties for infractions of these rules.
- e. U.S. Figure Skating Delegates. The Board of Directors shall elect delegates to the Governing Council of the U.S. Figure Skating. The Secretary shall inform the U.S. Figure Skating, in writing, of the names and addresses of the delegates elected, and/or of any other information required by the U.S. Figure Skating.

- f. Assistant Secretary and/or Assistant Treasurer. The Board of Directors may appoint an assistant secretary or an assistant treasurer, or both, and fix the powers and duties thereof.
- g. Parliamentarian. The Board of Directors may appoint a parliamentarian who shall serve at the annual general meeting and special meetings and be available to serve at the Board of Directors' meetings.
- h. Clerical Assistance. The Board of Directors shall have the authority to make appropriations for clerical assistance.
- i. Board Approval for Competitions or Exhibitions. No member or members of the Club shall enter any competition or exhibition in the name of the Club without the approval of the designated representative(s) of the Board of Directors.
- j. Applications for Membership. The Board of Directors shall elect to membership in the Club applicants that meet U.S. Figure Skating membership guidelines. No person shall be elected a member if a two-thirds majority of the members of the Board of Directors present at a regular or special meeting shall object to the election of such person for good cause. (See Article II.)
- k. Suspensions. The Board of Directors shall have the power to suspend club privileges of any member for violations of these By-Laws or for conduct which it deems improper, but no member shall be suspended without a hearing if one is requested. (See Article III, Section 1, paragraph c.)

Section 11. Removal. A member of the Board of Directors may be removed from office by a vote of two-thirds of all Board members for:

- a. violating these By-Laws.
- b. violating the Rules and By-Laws of the U.S. Figure Skating.
- c. three absences from meetings of the Board of Directors or general meetings of the Club.
- d. conduct deemed detrimental to the best interests of the Club. Such member may appeal the decision of the Board of Directors as described in Article III, Section 1, paragraph c.

Section 12. Capacity of Immediate Past President. The immediate past President shall be an ex-officio member of the Board of Directors for one year, acting in an advisory capacity, without voting rights.

Section 13. Fiscal Year. The financial fiscal year shall terminate on April 30th in each calendar year for the purpose of reviewing the financial records.

Article VI

Election Procedures

Section 1. Nominations.

- a. Nominating Committee. The Board of Directors, not less than 10 weeks prior to the date of the Annual Meeting, shall appoint a nominating committee and its chairman, such committee to consist of five Senior Home Club Members. Two shall be members of the Board of Directors and three shall be members at large.
- b. Duties of the Nominating Committee. The nominating committee shall nominate candidates for election to the offices of President, Vice-President, Secretary, and Treasurer and to the Board of Directors. The nominating committee shall nominate one candidate for each vacancy. The report of the nominating committee shall be made to the Secretary no later than six weeks prior to the date of the Annual Meeting.
- c. Publication of Nominees Names. The Secretary shall publish the names of the nominees with the notice of the Annual Meeting at least five weeks prior to the date of the meeting. This notice shall also quote Article VI, Section 1, paragraphs d. and e. of these By-Laws.
- d. Other Nominations. Nominations from the membership at large may be made in writing, signed by five Home Club members in good standing who are not related, and delivered to the Secretary at least three weeks prior to the Annual Meeting. A parent or guardian must co-sign for a Junior member who wishes to sign such a nomination.
- e. Eligibility. Nominations shall be restricted to Home Club members as of the time of election, 18 years of age or older at the time of their nomination, in good standing and who have signified their willingness to serve and participate in Club activities if elected. (See Article V, Section 3)

Section 2. Eligibility to Vote. All Home Club members on the official Club roster as of the date of publication of the nominee's names shall be eligible to vote. (See Article VI, Section 1, paragraph c.)

Section 3. Method of Voting.

- a. Voting for election of Officers and Directors shall be by ballot by means and manner determined by the Board of Directors. Physical or electronic ballots will be handled similarly.

- b. The Secretary shall send or confirm the sending of the election ballot to voting members no later than, by the method determined by the Board of Directors, two weeks prior to the Annual Meeting.
- c. All ballots must be electronically completed or received, by the method determined by the Board of Directors, by the Secretary at least three days prior to the date of the Annual Meeting. Ballots received after that date shall be null and void. The Secretary shall hold or electronically archive the ballots, unopened, for delivery to the committee of tellers, as detailed below in section 4. In the event that the Secretary is running for an office, and is opposed, ballots shall be returned to a Senior Home Club member designated by the Board of Directors, who is not running for office. Such member shall hold the ballots, unopened, for delivery to the committee of tellers.

Section 4. Tabulation of Ballots.

- a. Ballots shall be tabulated or electronically reviewed by a committee of tellers consisting of three Senior Home Club members appointed by the Board of Directors. The results of the balloting shall be announced at the Annual Meeting.
- b. All ballots shall be retained or electronically archived by the Secretary for a period of 30 days following the Annual Meeting. Any Home Club Member who wishes to verify the results announced by the committee of tellers shall have access to the ballots during this 30 day period.
- c. Tie Votes. In the event of a tie vote for any office or position on the Board of Directors, another ballot shall be taken at the Annual Meeting to determine who shall be elected to this position. Only those names involved in the tie vote shall appear on the ballot. Only those members who meet the eligibility requirements set forth in Article VI, Section 2 of these By-Laws shall be eligible to vote.
- d. A plurality of votes shall be necessary to elect.

Article VII

Permanent Committees and Chairs

Section 1. Permanent Committees. The permanent committees shall be:

1. San Diego Figure Skating Club Founders Fund Board of Trustees
2. San Diego Figure Skating Club Synchronized Skating Committee
3. SafeSport Compliance Committee

and such other committees as the President and the Board of Directors may deem necessary.

- a. San Diego Figure Skating Club Founders Fund Board of Trustees. The San Diego Figure Skating Club Founders Fund Board of Trustees shall be appointed by the Board of Directors. A minimum of three trustees shall be Senior Home Club Members and no more than two of these Senior Home Club Members may be current members of the Board of Directors. The term of office for the Board of Trustees shall be: three trustees to serve a term of four years; two trustees to serve a term, initially for two years, and thereafter serve a term of four years. The jurisdiction of the San Diego Figure Skating Club Founders Fund Board of Trustees shall be as described in Article VIII.
- b. San Diego Figure Skating Club Synchronized Skating Committee. The San Diego Figure Skating Club Synchronized Skating Committee shall be appointed as described in Article IX. The committee shall consist of three members. The term of office for the Synchronized Skating Committee shall be one year, or until their successors are appointed. The jurisdiction of the San Diego Figure Skating Club Synchronized Skating Committee shall be as described in Article IX.
- c. SafeSport Compliance Committee. The SafeSport Compliance Chair shall be appointed by the Board of Directors. The SafeSport Compliance Chair can be held concurrently with any other officer or director position. The Chair shall ensure all U.S. Figure Skating applicable SafeSport policies and procedures contained in the U.S. Figure Skating SafeSport Handbook and rulebook are adhered by all Club members and that all Club members are SafeSport compliant. He/she shall also review annually any changes, modifications or amendments to the U.S. Figure Skating SafeSport Handbook and Rule book and update the Club's policies and procedures accordingly.

Section 2. Additional Chair Appointments. The following positions shall be appointed by the President and approved by the Board of Directors:

1. Membership
2. Testing
3. Competitions
4. Exhibitions
5. Sanctions
6. Webmaster
7. Hospitality

8. Junior Board Advisor and such other chairs as the President and the Board of Directors may deem necessary. These chairs shall be appointed by the President with the approval of the Board of Directors as soon as possible after the Annual Meeting. The chairmen so appointed shall have such powers and duties as the President and the Board of Directors shall from time to time determine.

Section 3. Duties and Responsibilities.

- a. Reports. The chairmen shall make an annual report covering the year's activities. This report shall be presented at the Annual Meeting.
- b. Publication of Minutes. The Secretary of the Club shall receive, in a timely manner, a copy of all the official minutes and any official correspondence of all committees.
- c. Financial Accountability. The Treasurer of the Club shall receive, on a quarterly basis, a copy of financial reports and bank statements from all committees.
- d. Attendance at Board Meetings. Any chairman may be requested by the President to attend meetings of the Board of Directors. He/she may enter into and take part in all discussions, but may not vote.
- e. Removal. Any committee member appointed by the Board of Directors may be removed from office by the President with the approval of two-thirds of all Board members present at a regularly scheduled meeting for inability to function or neglect of committee business or by conduct deemed detrimental to the best interests of the Club. However, such committee member shall have right of appeal to the Board of Directors within 30 days of such action by the President, and the Board of Directors will hear the appeal at the next regularly scheduled Board meeting. He/she shall have full opportunity to answer such charges, to be heard and to present any defense thereto.

Article VIII

San Diego Figure Skating Club Founders Fund

Section 1. Establishment of Fund. There is hereby established within the San Diego Figure Skating Club a special fund which shall be referred to as the "San Diego Figure Skating Club Founders Fund" and which shall be managed and administered by the Founders Fund Committee described in Article VII.

Section 2. Purpose of Fund. The purpose of the San Diego Figure Skating Club Founders Fund shall be to raise funds; to seek outside advice from investment professionals; to administer the disbursement of such funds to qualified club members by sponsorship of grants as described herein; to review the applications for and designate those who may receive such grants; and to insure that the grants are properly made and used.

Section 3. Grant Types. Grants from the San Diego Figure Skating Club Founders Fund shall be made for the following activities:

- a. **U.S. Figure Skating Sectional and National Championships.** The San Diego Figure Skating Club Founders Fund may grant each San Diego Figure Skating Club member or Synchronized Skating Team qualifying for U.S. Figure Skating Sectional and National Figure Skating Championships a sum which shall be determined by the trustees based on anticipated expenses and availability of funds. The application for such a grant is to be submitted to the San Diego Figure Skating Club Founders Fund following the regional (if held) and sectional championships.
- b. **World, Olympic or International Competitions.** The San Diego Figure Skating Club Founders Fund may grant to each San Diego Figure Skating Club member or Synchronized Skating Team selected or invited to a World, Olympic, or International competition by the U.S. Figure Skating a sum which shall be determined by the trustees based on anticipated expenses and availability of funds. The application for such a grant is to be submitted to the San Diego Figure Skating Club Founders Fund following the receipt of the invitation or notification of selection.

- c. **Eligible Figure Skating Activities.** The San Diego Figure Skating Club Founders Fund may grant to the San Diego Figure Skating Club funds to promote those eligible figure skating activities which the Board of Trustees shall from time to time determine. Such activities shall include, but are not limited to, fees for required judge schools and required trial judging. The application for such a grant is to be submitted to the San Diego Figure Skating Club Founders Fund prior to each event.

Section 4. Eligibility. Members qualifying for grants under Article VIII, Section 3 must have been Home Club members of the San Diego Figure Skating Club for one year continuously preceding the event for which the grant is requested, must be representing the San Diego Figure Skating Club at the time of the competition for which the grant is requested, and must be representing the United States if the grant is for a World, Olympic, or International competition.

Each member, except current World Team members, shall have participated in San Diego Figure Skating Club approved functions (as determined by the Board of Directors) during the preceding year. The level of participation for each year shall be determined by the Board of Trustees. Synchronized Skating Team members must meet the same requirements, except that they may be Non-Home Club members representing the San Diego Figure Skating Club.

Section 5. Application Procedures. The San Diego Figure Skating Club Founders Fund Board of Trustees shall establish procedures, rules and regulations for the receipt and review of applications for grants, for designation of those who are to receive such grants, and to ensure that they are properly made and used. The San Diego Figure Skating Club Founders Fund Board of Trustees may establish such criteria and eligibility standards and adopt such applications forms and reports as needed.

Section 6. Internal Accounting. The San Diego Figure Skating Club shall adopt and employ such internal administrative procedures and accounting methods as may be necessary and appropriate to maintain, preserve and further the distinct identity and functions of the San Diego Figure Skating Club Founders Fund. Such procedures and methods shall include the creation and use of banking and investment accounts for the San Diego Figure Skating Club Founders Fund separate from those of the San Diego Figure Skating Club and other means sufficient to prevent the commingling of the funds and property of the San Diego Figure Skating Club Founders Fund with the general funds and property of the San Diego Figure Skating Club. The banking and investment accounts selected by the Founders Fund shall be approved by the Board of Directors of the San Diego Figure Skating Club.

Section 7. Internal Procedures.

- a. Powers and duties of the Board of Trustees. The Board of Trustees shall select from among its members a Chairman, a Secretary and a Treasurer, subject to ratification by the Board of Directors.
 1. Chairman. The Chairman shall perform all the duties incident to his office. He shall preside at all meetings of the Board of Trustees. He/she shall call for meetings of the Board of Trustees. He shall, together with the San Diego Figure Skating Club Founders Fund Treasurer or the San Diego Figure Skating Club Founders Fund Secretary, countersign and endorse in the name of the San Diego Figure Skating Club Founders Fund all checks, drafts, notices and orders for payment of money.
 2. Secretary. The San Diego Figure Skating Club Founders Fund Secretary shall keep the records of all meeting of the Board of Trustees and shall conduct all official correspondence. He shall issue notices of all meetings of the Board of Trustees. He/she shall distribute and collect San Diego Figure Skating Club Founders Fund grant applications.
 3. Treasurer. The San Diego Figure Skating Club Founders Fund Treasurer shall have charge of the funds of the San Diego Figure Skating Club Founders Fund. He/she shall receive and deposit all monies in the name of the San Diego Figure Skating Club Founders Fund in such bank or trust company as the Board of Trustees may designate, pay all bills, issue countersign and endorse in the name of the San Diego Figure Skating Club Founders Fund all checks, drafts, notes, and orders for the payment of money from the funds of the San Diego Figure Skating Club Founders Fund. Whenever required by the Board of Trustees, he/she shall render a full financial report on the condition of the San Diego Figure Skating Club Founders Fund, and permit an examination by the Board of Trustees and Board of Directors of the books, accounts, papers, vouchers, and records pertaining to this office and shall promptly turn over the same to his/her successor. A qualified accountant or CPA appointed by the Board of Directors shall review the books once a year.
- b. Meetings. The Board of Trustees shall meet from time to time to carry out its duties. The time and location of such meetings shall be determined by the Board of Trustees.
 1. Quorum. Four trustees shall constitute a quorum for any meeting of the San Diego Figure Skating Club Founders Fund Board of Trustees.

2. Rules. The Board of Trustees shall make rules for its own government, c. Ratification of Grant Recommendations. Grant recommendations made by the trustees shall be ratified by the Board of Directors.

Section 8. Accountability to the San Diego Figure Skating Club Board of Directors. The Board of Trustees shall honor any requests for information by, and make timely financial reports to the Board of Directors.

Section 9. Members

- a. All Trustees of the San Diego Figure Skating Club Founders Fund shall be comprised of five Senior members of the San Diego Figure Skating Club.
- b. Any SDFSC Founders Fund Trustee who is no longer a member of the SDFSC shall become immediately ineligible from the Founders Fund Board of Trustees and removed from that status.

Article IX

San Diego Figure Skating Synchronized Skating Committee

Section 1. Establishment of the Synchronized Skating Committee. There is hereby established within the San Diego Figure Skating Club a permanent committee which shall be referred to as the "San Diego Figure Skating Club Synchronized Skating Committee".

Section 2. Purpose of the Synchronized Skating Committee. The purpose of the San Diego Figure Skating Club the Synchronized Skating Committee shall be to manage the San Diego Figure Skating Club's synchronized skating program; to raise funds for the express purpose of defraying the synchronized skating program training and travel expenses, and to disburse such funds. The objective of the synchronized skating program shall be to field National and International competitive synchronized skating teams.

Section 3. Internal Accounting. The San Diego Figure Skating Club shall adopt and employ such internal administrative procedures and accounting methods as may be necessary and appropriate to maintain, preserve and further the distinct identity and functions of the San Diego Figure Skating Club Synchronized Skating Committee. Such procedures and methods shall include the creation and use of banking and investment accounts for the San Diego Figure Skating Club Synchronized Skating Committee separate from those of the San Diego Figure Skating Club and other means sufficient to prevent the commingling of the funds and property of the San Diego Figure Skating Club Synchronized Skating Committee with the general funds and property of the San Diego Figure Skating Club.

Section 4. Powers and duties of the Synchronized Skating Committee.

- a. The Synchronized Skating Committee shall consist of a Program Director, a Program Coordinator, and a Treasurer. The Board of Directors shall appoint the Program Director. The Program Director shall appoint a Program Coordinator and a Treasurer, subject to the ratification of the Board of Directors.

1. Program Director. The Program Director shall be responsible for all on ice activity including, but not limited to, training, choreography, music, and theme selection. He/she shall determine the competitive goals of each team and determine the level at which each team will compete. He/she shall determine which competitions shall be entered each year. He/she shall have sole responsibility for the selection and position of skaters for each team and shall have authority to release skaters from a team for just cause.
2. Program Coordinator. The Program Coordinator shall have charge of the day to day affairs of the Synchronized Skating Program. He/she shall, together with the San Diego Figure Skating Club Synchronized Skating Committee Treasurer, countersign and endorse in the name of the San Diego Figure Skating Club Synchronized Skating Committee all checks, drafts, notices and orders for payment of money. He/she shall keep the records of all meeting of the Synchronized Skating Committee and shall conduct all official correspondence. He/she shall when requested by the President, attend meetings of the Board of Directors.
3. Treasurer. The San Diego Figure Skating Club Synchronized Skating Committee Treasurer shall have charge of the funds of the San Diego Figure Skating Club Synchronized Skating Committee. He/she shall receive and deposit all monies in the name of the San Diego Figure Skating Club Synchronized Skating Committee in such bank or trust company as the Synchronized Skating Committee may designate, pay all bills, issue countersign and endorse in the name of the San Diego Figure Skating Club Synchronized Skating Committee all checks, drafts, notes, and orders for the payment of money from the funds of the San Diego Figure Skating Club Synchronized Skating Committee. Whenever required by the Synchronized Skating Committee, he/she shall render a full financial report on the condition of the San Diego Figure Skating Club

Synchronized Skating Committee, and permit an examination by the Synchronized Skating Committee and Board of Directors of the books, accounts, papers, vouchers, and records pertaining to this office and shall promptly turn over the same to his/her successor. He/she shall provide on a monthly basis to each skater, or the skater's parent or guardian in the case of a junior member, a statement of current fees and assessments then due and current balances of such accounts. A qualified accountant or CPA appointed by the Board of Directors shall review the books once a year.

- b. Meetings. The Synchronized Skating Committee shall meet from time to time to carry out its duties. The time and location of such meetings shall be determined by the Synchronized Skating Committee.

1. Quorum. Three members shall constitute a quorum for any meeting of the San Diego Figure Skating Club Synchronized Skating Committee.
2. Rules. The Synchronized Skating Committee shall make rules for its own government.
- c. Team Meetings. The Synchronized Skating Committee shall hold team meetings from time to time, to be held at such time and place as the Synchronized Skating Committee may determine.
- d. Clerical Assistants. The Synchronized Skating Committee may appoint, subject to ratification by the Board of Directors, such clerical assistants as deemed necessary and fix the powers and duties thereof.

Section 5. Accountability to the San Diego Figure Skating Club Board of Directors. The Synchronized Skating Committee shall honor any requests for information by, and make quarterly financial reports to, the Board of Directors.

Article X

General Membership Meetings

Section 1. Annual Meeting. An annual meeting of the Club ("Annual Meeting") shall be held in June of each calendar year or no later than 30 days thereafter except by a vote of a majority of the Board of Directors, on a date to be designated by the Board of Directors. At such meeting the President, Secretary, and Treasurer shall render full reports on the affairs and conditions of the Club. The results of the annual election shall be announced. Notice of the Annual Meeting shall be sent by mail or electronic method to all members at least five weeks prior to such meeting. (See Article VI.)

Section 2. Special Meetings.

- a. A special meeting must be called by the President or the Board of Directors upon the written request of ten voting members. Notice of such meeting shall be sent by mail or electronic method to all members at least two weeks prior to such meeting and shall state the business to be considered.
- b. Limitation of Business. No business shall be transacted at a special meeting except that for which notice was given,

Section 3. Quorum. A quorum for the Annual Meeting or any special general membership meeting shall consist of 15% of the voting members of the Club in good standing as of the date of record as defined in Article X, Section 6.

Section 4. Ballots. At the discretion of the Board of Directors, any matter may be voted upon by a poll taken through mail or electronic method.

- a. The ballot for the election of Officers and Directors shall be conducted in accordance with Article VI.
- b. A ballot for the ratification of proposed By-Laws changes shall be conducted in accordance with Article XII.

Section 5. Order of Business. The order of business at all meetings shall, in general, follow the latest edition of Robert's Rules of Order Newly Revised. The following items of business shall be included:

- a. Report as to a quorum
- b. Reading of minutes of previous meeting
- c. Report of officers
- d. Reports of committees
- e. Unfinished business
- f. Installation of officers and directors
- g. New business
- h. Adjournment

Section 6. Date of Record. The date of record for the Annual Meeting or any special meeting shall be the date that notice of such meeting is sent. (See Article X, Sections 1 and 2)

Article XI

Sanctions

Section 1. All carnivals, exhibitions, interviews, appearances, or entertainment of any kind, where U.S. Figure Skating registered skater's exhibit talents or technique, must be sanctioned in accordance with the current U.S. Figure Skating Rulebook.

Section 2. Any member of the Club requiring a sanction for a public appearance must make application for a sanction through the San Diego Figure Skating Club's Sanction Chair.

Article XII

Amendments

Section 1. Proposals.

- a. By the membership at large. Amendments to these By-Laws may be proposed in writing, signed by ten of the Club's Home Club Members, for submission to the Board of Directors. A parent or guardian must sign for a Junior member who wishes to sign such a proposal. The Board of Directors must present these proposed amendments to the membership for ratification as described in Article XII, Section 2.
- b. By the Board of Directors. The Board of Directors may, by a two-thirds vote of those present at a regular or special meeting propose amendments to these By-Laws. The Board of Directors must present these proposed amendments to the membership for ratification as described in Article XII, Section 2.

Section 2. Ratification. Any proposed amendments must be ratified by one of the following methods:

- a. Mail or electronic Ballot.
 - (1) Ratification Date. The Board of Directors, no later than 30 days after amendments to the By-Laws have been proposed as described in Article XII, Section 1, shall designate the ratification date for such amendments.
 - (2) Publication of Ratification Date and sending of Proposed Amendments to the Membership. No later than five weeks prior to the ratification date, the Secretary shall send to each Home Club Member a notice of the ratification date, a copy of the proposed amendments and a ballot. For each proposed amendment, the ballot shall include the following three choices:
 - ☐ Accept the proposed amendment as written.
 - ☐ Reject the proposed amendment as written.
 - ☐ Set the proposed amendment aside for action at a special meeting.

All ballots must be received by the Secretary at least three weeks prior to the ratification date. Ballots received after that date shall be null and void. The notice shall also include the number of members eligible to vote.

(3) Eligibility to Vote. All Home Club members on the official Club roster as of the date of publication of the ratification date shall be eligible to vote.

(4) Tabulation of ballots.

(a) Committee of Tellers. Ballots shall be tabulated by a committee of tellers consisting of three Senior Home Club members appointed by the Board of Directors. The committee of tellers shall complete the tabulation of ballots and report the results to the Board of Directors no later than 18 days before the ratification date.

(b) Method of Tabulation. If five (5) or more ballots are cast to have a proposed amendment set aside for action, then the ballots which were cast to either accept or reject the proposed amendment shall not be tabulated, and the proposed amendment shall be acted upon at a special meeting. If less than five (5) ballots are cast to have a proposed amendment set aside for action, then the ballots voted to either accept or reject the proposed amendment shall be tabulated.

(c) A two-thirds vote of all ballots received shall be required to ratify a proposed amendment.

(5) Notice of meeting and publication of results. In the event that any of the proposed amendments must be acted upon at a special meeting, the President or Board of Directors shall call for such special meeting, to be held on the ratification date. The Secretary shall mail send notice of such meeting to all Home Club members no later than two weeks prior to the ratification date and shall include a list of those proposed amendments which must be acted upon. This meeting shall be conducted in accordance with Article X and Article XII, Section 2, paragraph b. The results of the ratification vote for those proposed amendments which were not set aside for action at the special meeting shall be included with the notice. If a special meeting does not need to be called, the results of the ratification vote shall be published no later than the ratification date.

(6) All ballots shall be retained by the Secretary for a period of 30 days following the ratification date. Any Home Club Member who wishes to verify the results announced by the committee of tellers shall have access to the ballots during this 30 day period.

b. Special Meeting. By a two-thirds vote of those Home Club members present at a special meeting called or electronic voting system specifically for this purpose.

- c. Annual Meeting. By a two-thirds vote of those Home Club members present or electronic voting system at the Annual Meeting, provided that such proposed amendments shall have been included in the meeting notice.

Article XIII

Miscellaneous

Section 1. Grievances. Any grievances which may arise shall be made in writing to the Secretary and will be read to the Board of Directors who will take such action as they deem necessary in accordance with the applicable U.S. Figure Skating rules, policies and procedures. All Grievances shall be attempted to be resolved at the lowest level. No grievance shall be forwarded to the U.S. Figure Skating Grievance Committee without approval of the Board of Directors, which shall not be unreasonably withheld.

Section 2. SafeSport. All members of the San Diego Figure Skating Club will be in compliance with the SafeSport program, and Club SafeSport policies. The SafeSport Compliance Chair shall ensure the Club's compliance with the directives of the U.S. Figure Skating SafeSport program.

Section 3. Club Sponsored Shows and Exhibitions. Home Club members shall be used for all skating roles in any Club sponsored show or exhibition. The Board of Directors may grant exceptions to this section for partners of Home Club dance and pair team members and synchronized skating team members. In the event that the Club does not have in its membership enough Home Club members at the required skating levels to fill the roles, Non-Home Club members and non-members may be used, in that order. Guest skating spots may, at the discretion of the Board of Directors, be exempt from the provisions of this section. The cast of skaters for such a show or exhibition shall be submitted to the Board of Directors for approval within one week of the roles being cast. Any show or exhibition which has a promoter other than the San Diego Figure Skating Club may be granted an exemption from this section by the Board of Directors.

Section 4. The By-Laws shall at no time conflict with the rules set forth in the U.S. Figure Skating Rulebook.