

**CONSTITUTION AND BYLAWS OF
THE BROOKLYN FIGURE SKATING CLUB OF OHIO
MEMBER CLUB OF
THE UNITED STATES FIGURE SKATING ASSOCIATION
AMENDED: JUNE 11, 2011**

**ARTICLE 1
NAME AND INCORPORATION**

- Section 1. Name.** The organization shall be known as the “BROOKLYN FIGURE SKATING CLUB OF OHIO”
- Section 2. Incorporation.** The club was incorporated under the Laws of the State of Ohio, September 6, 1977
- Section 3. Officers of Incorporation.** The founding Officers of the Club were the four Incorporators.
- Section 4. Headquarters.** This Club shall have its headquarters at the Brooklyn Multi-Purpose Indoor Recreations Center at 7600 Memphis Avenue, Brooklyn, Ohio 44144

**ARTICLE II
PURPOSE**

The purpose of the BFSC are to establish and encourage the instruction, practice and advancement of its members in all branches of skating based on regulations as established by the United States Figure Skating Association (USFSA), to encourage and cultivate good rapport among its members; to promote education in the discipline of figure skating; to sponsor, produce and cooperate in the production of amateur ice carnivals, shows, exhibitions, and competitions by the BFSC and its members; to generally do and perform such other acts as may be necessary, advisable, proper or incidental to carry out the general policies of the aforesaid. The club will also offer mini on-ice and/or off-ice skating clinics for figure skaters and participate in and/or host charity events for the community.

ARTICLE III

OFFICERS

- Section 1** **Titles.** The Officers shall be a President, a Vice-President, a Secretary, and a Treasurer. One (1) shall be a resident of Brooklyn, Ohio and/or a Brooklyn FSC one club member for two (2) years; three (3) may be non-residents, but must be a Brooklyn FSC home club member for two (2) years. All Officers must be Senior Home Club Members (see Article VI-Section 2) in good standing and must be registered members of the USFSA, amateurs in figure skating, and be at least 21 years of age at the time of election.
- Section 2. Duties of the President.** It shall be the duty of the President to take charge of the Club; to preside at all meetings of the club and Board of Directors. The President shall have the entire supervision and management of the Club and its property subject to the approval of the Board of Directors. He/she shall have the power to suspend any member for violating the bylaws or regulations of the Club, pending the approval of the Board. He/she shall have power to call special meetings and Club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the Club upon the approval of the Board of Directors. The President shall vote only in case of a tie at Club meetings. The President may vote in general elections. He/she shall be the Sanction /Chair for the Club as well as a member of all committees.
- 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. The Vice-President shall become President, should that office become vacant for any reason. He/she shall head the Membership Committee.
- Section 4. Duties of the Treasurer.** The Treasurer shall have charge of the funds of the Club and shall keep proper records of all receipts and disbursements and shall render a written report of such receipts and disbursements when requested by the President or the Board of Directors. All disbursements shall be by check, signed by the Treasurer, Vice President or by the President up to and including \$150.00 (one hundred fifty dollars), The Board of Directors may approve expenditures over \$150.00 (one hundred fifty dollars), excluding the monthly ice bill. In case of absence or inability to serve, checks will require the signature of the President. The

Treasurer shall prepare a yearly financial report and budget for presentation at the Annual meeting.

Section 5. Duties of the Secretary. It shall be the duty of the Secretary to keep the “minutes of the meeting” of the Club and of the Board of Directors, to supervise and prepare such reports and documents connected with the business of the Club, as requested by the board excluding the Pro and Membership contracts. He/she shall issue notices of all meetings of the Club and Directors. He/she shall furnish copies of all minutes to Officers and member of the Board of Directors and shall secure adequate meeting rooms. He/she shall maintain records of the results of any elections or appointments to office, including pertinent dates, and he/she shall advise the USFSA of the results of elections of Officers, resignations, etc. not later than thirty (30) days after such elections or appointments by the Board of Directors. He/she shall make available a copy of the Club Constitution and bylaws upon request.

Section 6. Vacancies. If any of the foregoing offices become vacant by reason of death, resignation, removal or otherwise, the Board of Directors shall elect a successor by majority vote, who shall hold office for the unexpired term, excepting the President.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. Qualification. Directors must be voting members of the corporation who have designated the Corporation as the Home club, under the applicable rules of the USFSA and must contract ice or have a home club family member who contracts ice from the BFSC or purchase a minimum of one club coupon.

Section 2. Number of Members. There shall be a Board of Directors composed of nine (9) senior home club members in good standing, and members of the USFSA. Four (4) of these members shall be Officers. The remaining five (5) shall be Board Members at Large. No two (2) members of the same family or next of kin may be Officers or Board Members at Large.

Section 3. Term of Office. To start the cycle of terms beginning in 2003, the following positions will be up for re-election after serving a one (1) year term: Three (3) Board of Directors as well as the Secretary and Vice-President. The remaining two (2) Board of Directors as well as the Treasurer and President shall be up for re-election after serving a two (2) year term.

Section 4. Vacancies. In the event of a vacancy on the Board of Directors, the vacancy shall be filled by vote of the remaining Directors. It is required that the vacancy be filled

by a member in good standing who has been a Club member for at least one (1) year and meets all of the requirements for a member of the Board of Directors. Such appointed Director shall fill the remainder of the unexpired term of the vacated Director position until the election period.

Section 5. Quorum. Six (6) members of the Board shall constitute a quorum.

Section 6. Committees. The member and Chairman of each committee shall be appointed by the President, with the approval of the Board of Directors.

Section 7. Meetings. The Board of Directors shall meet at least once in every month during the skating season with the exception of December, which will be at the President's discretion. The date of such meetings shall be stated by the President or, in his/her absence, by the Vice –President. Such notice shall be posted no less than seven (7) calendar days prior to the stated date of said meeting.

Section 8. Authority. The Board of Directors shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them.

Section 9. Rules. The Board of Directors shall make or hold all rules which they deem proper respecting the use of the Club's property; rules for the government of committees appointed by them; rules for their own government; the fixing of penalties for offenses against Club rules and such other rules as might from time to time become necessary.

Section 10. Audits. The Board of Directors will audit records of the Treasurer at their discretion, but not less than annually. The Board of Directors may review the records of the Treasurer and of all committees at their discretion.

Section 11. Indebtedness. The Board of Directors shall have the power to limit the Indebtedness of a member of the Club.

Section 12. Removal of Board Members at Large or Officers. If a Board member fails to attend three (3) consecutive Board Meetings, he/she may be removed from the Board of Directors by affirmative vote of a majority six (6) or more of the Board of Directors. The Board of Directors shall also have the power to remove from office any Club Officer or Board member at Large who, in their opinion, has failed to carry out the duties of his/her office or for other just cause. Removal shall be by the affirmative vote of six (6) Board of Director members. No Board member at Large or Club Officer shall be so removed without the opportunity of a hearing or the right of appeal.

Section 13. Board Member Limitation. The office of a Board member shall be vacated:

- (a) If he/she is found to be mentally incapacitated.
- (b) If he/she is convicted of a felony.
- (c) If by notice in writing to the Club he/she resigns his/her office.

Section 14. USFSA Delegates. Two (2) delegates from the Club, one (1) of which shall be an athlete representative, shall attend the USFSA Governing /council meeting, in person. Said Club shall file a certificate of such attendees with the Association and the certificate shall be provided by the Association.

Section 15. Sanctions. The President will apply for and verify all sanction applications, prior to engaging in any events, carnivals, exhibitions, or competitions held.

Section 16. Approval for Entering Competitions. No member or members of the Club shall make entry in the name of the Club in competitions, exhibitions without the approval of an Officer of the Board.

Section 17. Approval for Holding Competitions. No member or members of the Club shall hold competitions or exhibitions except with the approval of the Board of Directors.

ARTICLE V **ELECTIONS**

Section 1. Nominations. At the last meeting of the Board of Directors, preceding the annual spring meeting of the general membership, a Nominating Committee will recommend a slate of qualified candidates to the Board of Directors (see Article VI-Section 1) The slate recommended will be for Officers and Board Members at Large whose positions are up for election. At the spring general membership meeting, the Board of Directors will then present a slate of candidates. Each year the President shall appoint a nominating committee at least sixty (60) days in advance of the annual election. This committee shall consist of one (1) member of the Board, and one (1) member either Senior Home Club member or a parent of a Junior Home Club member.

Section 2. Elections of Members to the Board of Directors. The general membership, at the annual spring meeting of the general membership, shall, by majority vote of the voting members, present and in person, elect from a slate of candidates recommended by the Board, those positions which are up for election. The elected Officers and Board of Directors at Large shall serve on the Board of Directors for a

period of two (2) years commencing on the first day of June in the year in which elected (See Article IV, Section 3).

ARTICLE VI **MEMBERSHIP**

Section 1. Candidates. Candidates for membership shall be individuals interested in the purpose of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and Constitution of the USFSA.

Section 2. Classes of Membership. The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, preferences, restrictions and conditions applicable to each class of membership. There is no requirement that each class of membership shall have the same rights, preferences, restrictions and conditions.

(a) **Senior Home Club Members**, who shall have attained the age of eighteen (18) years as of the first (1st) day of October of the current membership year, who have voting rights, and may hold office if he/she meets the requirements.

(b) **Junior Home Club Members**, who are under the age of eighteen (18) years as of the first day of October of the current membership year. This membership excludes voting rights and holding office. A parent or guardian for said Junior member will have the right to vote on their behalf.

(c) **Synchronize Skating Home Club Team Members**, who only participate on the Synchronize Skating Teams. This membership excludes voting rights and holding office.

Section 3. Application for Membership. Membership shall be for a period of one (1) year and renewed annually. All candidates, current members and those applying for new membership shall submit a Club application for membership with must include the name, address, and age, along with an agreement to comply with the /club's Constitution and Bylaws. The applications for Club membership, along with all appropriate fees, shall be submitted to the Membership Committee. The Membership Committee must submit such applications to the Board of Directors for approval at its next regular meeting. An applicant is not a member until he/she is approved by the board. No rejected candidate shall again be eligible to apply for Membership before (6) months after rejection. A Professional may be a Member, but may not vote or hold office.

Section 4. Termination & Suspension of Membership. The Board of Governors shall have the power to suspend or expel any member for violations of the Constitution and

Bylaws or for conduct which they shall deem improper, but no member shall be expelled or suspended without the opportunity of a hearing, with the exception of Club Professionals.

Section 5. Arrears for Dues. Any member in arrears for dues, or other indebtedness shall be notified by the Treasurer and documented and all skating privileges will be revoked immediately. If the amount is not paid in full within one (1) month after notification, the name of the delinquent member shall be reported by the Treasurer to the Board of Directors at their next meeting. The Board of Directors may drop from membership in good standing the name of any such delinquent member. This member must be notified in writing of such action. A member dropped from membership in good standing for non-payment of dues, or other indebtedness, may, upon payment of same, be reinstated to full membership at the discretion of the Board of Directors. Only a member in good standing shall be entitled to hold office or vote or enter into any tests, competitions or exhibitions.

Section 6. Voting Rights. To be eligible to vote, a member must meet all of the following criteria: Must be a registered USFSA member and a Brooklyn Figure Skating Club:
(a) Home Club member in good standing
(b) Must contract ice **OR** have a family member who contracts ice
(c) Must be 18 years of age or older **OR** the parent of a Jr. Home Club member (see Article VI-Section 2(b))

ARTICLE VII **CLUB MEETINGS**

Section 1. Time. There shall be at least two (2) Club meetings of the general membership each year. The fall meeting shall be held before or after the skating season opens. the spring meeting shall be held in April or May when the session ends.

Section 2. Special Meetings. The Secretary shall call a special meeting at the direction of the President, or upon the written request of ten (10) voting members. Such request shall be directed to the attention of the President and shall state the purpose or purposes of the special meeting.

Section 3. Quorum. A quorum for the transaction of business shall be constituted by those voting members who are present at a general membership meeting of which the general membership has been properly notified.

Section 4. Notices of Meetings. Notices of meetings of the general membership shall be given by the Secretary to every member family at least seven (7) days in advance

thereof, and/or shall be posted by the Secretary for the same length of time on the Club bulletin board.

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

ARTICLE VIII **CONFLICT RESOLUTION PROCESS/DISCIPLINE**

Section 1. Complaints. Any member or members having a complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate the same. Such meeting will be closed to the Board of Directors only. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a special meeting by certified mail. Minutes and records pertaining to censure or expulsion action will be kept on file. Neither a member, nor the Board of Directors, may be represented by an attorney at a special meeting called to consider suspension or expulsion of a member. Professionals may not be represented by an attorney at any special meeting called by the Board of Governors in which the Professional's presence is requested. Two Thirds (2/3) majority of all board members present is necessary to suspend or expel. Voting shall be by secret ballot. All ballots will be destroyed immediately following the meeting, with a quorum of the board present to verify said destruction.

Section 2. Professionals. The Board of Directors shall have the power and duty to deal directly with the Club's Professional instructors immediately upon receipt of complaint from a member or parent of a member. The Board of Directors can recommend discipline as necessary, including immediate dismissal, without the knowledge and consent of the rink management and without a hearing, if in the opinion of the Board of Directors, it is warranted. Records of disciplinary action will be kept by the President and the Secretary. A two-thirds (2/3) vote by secret ballot of the Board of Directors shall be necessary to expel or suspend a Club's Professional instructor. A Professional may be a member but may not vote, hold office or have the right to a hearing if the Board of Directors considers dismissal.

ARTICLE IX
HIRING OF PROFESSIONALS

Professionals, instructors and coaches are required to sign a contract drawn up by the Board of Directors before the start of the upcoming skating season each year. Professional contracts will be accepted after the start of the skating season at the board's discretion. The Board of Directors shall approve/disapprove all professional contracts annually.

ARTICLE X
DISSOLUTION

In the event that the Club relinquishes its USFSA membership, all of its assets or property shall be sold. After satisfying all Club debts, any remaining assets shall be given to the USFSA Memorial Fund.

ARTICLE XI
FEES, DUES AND ASSESSMENTS

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

ARTICLE XII
MEMBERSHIP IN THE USFSA

The Club shall maintain its membership in the USFSA and conduct its affairs in a manner consistent with the bylaws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFSA.

ARTICLE XIII
ADOPTION OF RULES

The Board of Directors shall have the power from time to time to adopt rules to carry out the purposes of the Club, not inconsistent with this Constitution.

ARTICLE XIV
FISCAL YEAR

The fiscal year of the Club shall terminate on May 31st of each year or at such other time as the Board of Directors may from time to time determine.

ARTICLE XV
CONSTITUTION AND BYLAWS

Section 1. Amendments. Amendments to the Constitution and Bylaws may be acted upon at any annual or special meeting of the general Club membership.

Section 2. Vote /requirements. An affirmative vote of two-thirds (2/3) of the voting members present in person, shall be necessary for the adoption of any amendment. A copy of the proposed amendments shall be posted seven (7) days prior to the meeting.

ARTICLE XVI
INTERPRETATION

Robert's Rules of Order, Revised, shall prevail where this Constitution does not provide or define clearly.