

Brookings Figure Skating Club Bylaws

Proposed: April 2014

Article I: Board of Directors

Section 1: As stated in the constitution, the board consists of the President, Vice-President, Secretary, Treasurer, Membership/Volunteer Coordinator, and three Chairpersons of Standing Committees.

Section 2: Each member will have one vote.

Article II: Duties of Officers

Section 1: President

The President shall lead the club and preside at all meetings of the club and of the board of directors. S/he shall supervise and manage the club and its property in conjunction with the board of directors. S/he shall retain the power to suspend any Club member for violating the by-laws or rules of the club pending approval of the board and shall call special meetings and club meetings. The candidate for President of the Board is required to have served on the BFSC Board of Directors for the entire year prior to taking office as President. The President together with the treasurer shall sign all agreements and contracts made by the club, upon approval of the Board of Directors.

Section 2: Vice-President

The Vice-President shall assist the president in the discharge of his/her duties and in his/her absence shall assume his/her duties and officiate in his/her stead.

Section 3: Secretary

The Secretary shall keep the minutes of all the meetings of the club and the board of directors and publish them for review on the club website. The Secretary shall supervise the correspondence of the club, prepare and issue notices of all meetings of the club and board of directors, and maintain the club's face book page and website.

Section 4: Treasurer

The Treasurer shall have charge of the fund of the club; s/he shall keep a complete and accurate account of all receipts and disbursements and shall annually submit records for an audit of all accounts by 2 club members in good standing. The funds shall be deposited in the name of the club in a bank approved by the Board of Directors. The Treasurer, President or another designated officer or member of the Board of Directors may sign all disbursements by check.

Article III: Terms of Board Members

Section 1: Election of board members shall take place at the annual spring meeting; those receiving the greatest number of votes shall be installed.

Section 2: The nominating committee will consist of one board member and two parents whose skaters are in good standing.

Section 3: Only parents/guardians of club members are eligible to hold office.

Section 4: In case of resignation of an office or a vacancy in any of the offices, the Board of Directors shall elect a parent/guardian of a club member to fill such vacancy for the remaining

portion of the term.

Article IV: Committees

Section 1: Standing Committees may include: Spring Ice Show, Competition, Fundraising, and/or any other committees and subcommittees the Board of Directors may deem necessary.

Section 2: The officers will appoint additional committee chairpersons as deemed necessary.

Section 3: To ensure a smooth transition from one committee chair to another, the previous chair will train/orient the person replacing him/her prior to the new person taking over.

Section 4: The committee chairpersons shall seek Board approval for important decisions and prior to spending any Club funds.

Article V: Club Meetings

Section 1: One annual meeting shall be held each year after the spring show.

Section 2: One general meeting will be held in the fall just before Park and Rec lessons begin and a second before ice show rehearsals begin.

Section 3: The Secretary shall call Special Meetings at the discretion of the President, or upon written request by a club member in good standing.

Section 4: A quorum for transaction of business will consist of 20 percent of all regular adult members in good standing.

Section 5: Notices of stated and special meetings shall be posted by the Secretary on the Club website at least seven days prior to the date of the meeting and a notification sent via email to club members. The President shall notify the Secretary 10 days prior to the general meeting to allow time to give notice to members.

Section 6: No business shall be transacted at a Special Meeting except that for which the notice was given.

Article VI: Discipline

Section 1: Any member/s having a complaint against another member for infraction of any law or rule, other than skating rules, as for conduct injurious to the welfare of the club, may report the same in writing to the Board of Directors. Such complaint shall set forth the fact of the case, together with name of witnesses, if any.

Section 2: After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate same. The complainant/s and the member complained of shall be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, and s/he shall email copies thereof to the complainant/s and to the member complained of.

Section 3: The board will issue a ruling in writing detailing the decision and reasoning behind it and distribute via email to the parties involved. Any board members who are directly involved in the dispute shall withdraw him/herself from the process and abstain from voting.

Section 4: An appeal from the decision of the Board of Directors may be taken to the Club within seven days thereafter, by serving upon the Secretary written notice of such appeal. A Special Meeting of the membership shall be called for consideration of the case, and a two-thirds vote of those present shall be necessary to reverse the decision for the Board of Directors.

Article VII: Liability of Members

Section 1: No board member, member or employee shall be personally liable for any pre-authorized bills or obligations of the club, past or present, except for the payment of his/her own dues.

Section 2: To the extent permitted by the laws and statutes of the State of South Dakota, as amended from time to time, a chairperson of the club shall not be held liable to the club for monetary damages for breach of fiduciary duty as a chairperson, unless such breach amounts to criminal activity.

Article VIII: Adoption of By-laws

Section 1: Copies of the proposed by-law revisions shall be distributed to those attending the next general meeting and posted on the club website.

Section 2: The members attending the next general meeting will then vote on adoption. A two-thirds vote of the members in attendance will be required for adoption of bylaws and/or changes to such.

Section 3: Following adoption, the by-laws will be posted on the club website.

Section 4: The bylaws will be reviewed every two years by the Board of Directors who will then decide whether revisions are necessary.

The foregoing by-laws, as amended by the membership at the annual meeting held on the 18th day of May 2014 are true and correct according to my knowledge and belief and are hereby approved on behalf of the Corporation.

BROOKINGS FIGURE SKATING CLUB

By: Christie Delfanian, President

Date: May 18, 2014