



Club Constitution

As amended on 4-22-2014.

ARTICLE I

Section 1. Name

The organization shall be known as the Binghamton Figure Skating Club.

Section 2. Headquarters

The Club shall have its headquarters at Broome Community College Ice Center in the Town of Dickinson, Broome County, New York.

Section 3. Fiscal Year

The fiscal year of the club shall be from July 1 to June 30.

ARTICLE II: Purpose

Section 1. Purpose

The purposes of the Club are:

- To encourage the instruction, practice and advancement in all types of figure skating.
- To encourage and cultivate a spirit of fraternal feeling among ice skaters.
- To sponsor, to produce or cooperate with production of amateur ice exhibitions and shows.
- And generally do and perform such other acts as may be necessary, advisable, proper, or incidental in the realization of the objectives and purposes of this organization and to carry out the general policies of the United States Figure Skating Association.

ARTICLE III: Membership

Section 1. Membership

Membership shall be made available to any person interested in the purpose of the Binghamton Figure Skating Club and who shall pay the prescribed annual dues. (See Article III of By-Laws.)

ARTICLE IV: Elections

Section 1. Election of Officers

The President, Vice President, Secretary, and Treasurer shall be elected at the stated Spring Meeting of the Club and shall serve for a period of one year. Any member in good standing, 18 years of age or older and an amateur, may be nominated and elected as an officer.

Section 2. Election of Governors

Governors shall be elected at the stated Spring Meeting of the Club and shall serve for a period of one year. Any member in good standing, at least 18 years of age, may be nominated and elected as a Governor.

Section 3. Voting

- a. Method of Voting: Vote shall be by ballot for each office. Ballots may be cast in person, or by submitting a paper ballot through the mail, or by electronic mail (email), so long as the ballot is received before the stated Spring Meeting of the Club. The candidate receiving the greatest number of votes in each office or governorship shall be elected.
- b. Proxy: There shall be no vote by proxy.

ARTICLE V: Duties of Officers

Section 1. Duties of President

It shall be the duty of the President to take charge of the Club, to preside at all meetings of the Club, and of the Board of Governors. They shall have the entire supervision and management of the Club and its property



pending the action of the Board of Governors; the power to suspend any member for violating the By-Laws or regulations of the Club, pending the approval of the Board; to call special Board meetings and Club meetings. The President, together with the Secretary will sign all agreements and contracts made by the Club upon the approval of the Board of Governors.

Section 2. Duties of the Vice President

It shall be the duty of the Vice President to assist the President in the discharge of his duties and, in his absence, to assume his duties and officiate in his stead.

Section 3. Duties of the Secretary

It shall be the duty of the Secretary to keep minutes of the meeting of the Club and the Board of Governors and to supervise all reports and documents connected with the business of the Club; to supervise keeping of a roll of membership together with the dates of their election and a record of all members elected, deceased, suspended or expelled. They shall receive all applications for membership and shall notify the applicant of their election or rejection and shall furnish them with the By-Laws and Rules of the Club if elected. They shall enter each member into the USFSA website and pay the appropriate fees. At Club meetings they shall ascertain that those voting are qualified for that privilege.

The Secretary shall supervise the correspondence of the Club, prepare and issue notices of all meetings of the Club, and Board of Governors. They shall report the results of the election to the Secretary of the USFSA within thirty (30) days thereafter.

Section 4. Duties of the Treasurer

The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements. They shall render a written financial report at the stated Club meetings, and when requested by the President or Board of Governors. The Treasurer shall see that the appropriate income tax documents are prepared at the end of the fiscal year. Disbursements in excess of \$100 shall be made only upon approval of the Board of Governors. All funds shall be deposited in a bank approved by the Board of Governors under the name of the Binghamton Figure Skating Club. All disbursements by check shall be signed by the Treasurer or the President or by another Club member as designated the President.

ARTICLE VI: The Governing Body (Board of Governors)

Section 1.

The Governing Board of the organization shall consist of the President, Vice President, Secretary and Treasurer; and three or five Governors, depending on whether the Club membership in the previous season is at most 75 or over 75, respectively. The power and duties of the Board of Governors are detailed in Article I of the By-Laws.

ARTICLE VII: Meetings

Section 1. Meetings

There shall be two annual Stated Club meetings each year. (See Article IV of the By-Laws.)

ARTICLE VIII: Amendments

Section 1.

Amendments to this Constitution may be acted upon at any Stated or Special meeting of the Binghamton Figure Skating Club. The proposed amendments shall be put in the announcement of the meeting and must be mailed electronically or by U.S. Postal service to each member at least ten (10) days prior to the meeting. An amendment to the Constitution may be adopted only after a vote of consent of two-thirds or more of the votes received by any of the methods described in Article IV, Section 3(a). Vote may not be by proxy.



Club By-Laws

ARTICLE I: Powers and Duties of the Board of Governors

Section 1. Number of Members

The Board of Governors shall consist of the President, Vice President, Secretary, Treasurer and three or five Governors. (See Article VI of Constitution.)

Section 2. Meetings

The Board of Governors shall meet at least once in every month during the skating season. The date of such meetings shall be stated by the President or, in his absence, by the Vice President. Any four members of the Board may call a board meeting upon written notice via U.S. Postal services or electronic mail to all the members of the Board of Governors at least one week prior to the meeting. The notice shall state the date for the meeting, purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 3. Quorum

Half or more of the Board members shall constitute a quorum.

Section 4. Authority

They shall have entire authority in the management of all of the 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 5. Rules

They shall make such rules as they deem proper respecting the use of the Club's property; prescribe rules for the admission of visitors, fix penalties for offense against the rules, and make rules for their own government and for the government of the committees appointed by them.

Section 6. Appropriation

All appropriations of the funds of the Club exceeding \$100 shall be made by the Board of Governors.

Section 7. Audits

They shall audit records of the Secretary, Treasurer and of the Committees.

Section 8. Indebtedness

They shall have power to limit the indebtedness of the Club.

Section 9. Suspend or Expel

A two-thirds vote of the Board of Governors present shall be necessary to suspend or expel a member for violation of the Constitution and By-Laws or for conduct which they shall deem improper.

Section 10. Readmit to Membership

They may at a regular meeting readmit to membership any former member whose resignation has been fully accepted. Such readmission must be by ballot and three negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six months after rejection.



Section 11. Drop and Reinstatement to Membership

They may as hereinafter provided drop from the roll a delinquent member and also reinstate such member as hereinafter provided.

Section 12. Standing Committee

They shall appoint all standing committees with full authority over them except as hereinafter provided and shall appoint such other committees as shall seem to be necessary.

Section 13. U.S.F.S.A. Delegate

They shall elect a delegate or delegates to the United States Figure Skating Association. The Club Secretary shall inform the Association's Secretary in writing, of the name and the address of the delegate elected. Said delegate or delegates shall be the representative between the Club and the Association and shall attend the Association's meeting either in person or by proxy. The Board may, as it sees fit, pay the traveling and other expenses of the delegate to the Association meetings.

Section 14. Clerical Assistance

They shall have the authority to make in their discretion, appropriations for clerical assistance to the Secretary.

Section 15. Expenditures and Revenues

They approve and submit to the Fall Stated Meeting a program for anticipated expenditures for the coming year together with proposals of source of revenue for meeting those expenditures.

Section 16. Vacancy

If the office of the Vice President, Secretary, Treasurer, or a governorship becomes vacant, the Board of Governors shall appoint a Club member in good standing to fill the vacancy for the balance of the year. At the next Stated Spring Meeting of the membership, a Governor shall be elected for the unexpired term, if any.

Section 17. Additional power and Duties of the Board of Governors

Duties of each board member include:

- a. Regular attendance and participation at monthly board meetings.
- b. Conveying the needs of the skaters to the full board.
- c. Leadership or participation in committee work.

ARTICLE II: Committees

Section 1. Authority

The Board of Governors shall appoint a chairman for the following committees and such other committees as they may deem necessary. They may request the committee members to give a report at a meeting of the Board.

Section 2. Show or Exhibition Committee

The Show or Exhibition Committee shall consist of three (3) members.

Section 3. Nominating Committee

The Nomination Committee shall consist of three (3) members.



ARTICLE III: Membership

Section 1. Classes of Membership

- a. Senior Members are all skaters who are the age of 16 or over.
- b. Junior Members are all skaters under the age of 16.
- c. Professional Members are those skaters who offer instruction during Club ice sessions for a fee.

Annual dues for each class of membership are set forth yearly by the Board of Governors.

Section 2. Voting and Holding Office

Only home Club members 16 years of age or over may vote. Only home Club members 18 years of age or over may hold office. Where three or more home Club members of the same family pay member dues, only the two oldest of the family shall have a vote and the privilege of holding office.

- a. Senior Members are eligible to vote and may hold office.
- b. Junior Members may not vote, but a parent may vote on their behalf. Junior Members may not hold office.
- c. Professional Members may vote and become a Governor, however they may not become an officer of the Club.

Members may vote either:

- a. In person at a stated membership meeting, or
- b. By sending in a written vote to the Club's Post Office Box; such mail-in votes must be postmarked by the date stated on the ballot, or
- c. By electronic mail (email) received by the date stated on the ballot.

Section 3. Arrears for Dues

Any member in arrears for dues, or other indebtedness, shall be notified by mail by the Secretary at his last known address, and his name with the amount due, with any additional indebtedness shall be posted if not paid in full within thirty (30) days thereafter. The name of the delinquent shall be reported by the Secretary to the Board of Governors at their next meeting. The Board of Governors may drop from the roll any name of such delinquent member. A member dropped from the roll for nonpayment of dues or other indebtedness may, upon payment of same, at the discretion of the Board of Governors, be reinstated to full membership.

Section 4. Arrears for Dues Restrictions

No member in arrears for dues or other indebtedness shall be eligible to hold office, or entitled to vote or to enter in any Club competition.

Section 5. Resignation

Any member not in arrears for dues, or other indebtedness, may tender a written resignation of his membership to the Secretary, who shall report the same to the Board of Governors at their next meeting for their action.

Section 6. Non Club Members

Non Club members must present proof of USFSA membership in order to skate on Club Ice.

Section 7. Approval for Competition or Exhibition

No member of the Club may make entry in the name of the Club in any competition or exhibition except with the approval of an Officer or the Test Chairperson.

Section 8. Ownership Rights



All ideas and work products generated by Club members on behalf of the Club shall become the property of the Club unless written agreements are made prior to their use or manufacture.

ARTICLE IV: Meetings

Section 1. Stated Meetings

There shall be two Stated Meetings of the Club each year. A Stated Meeting shall be held in the Fall and in the Spring. The former shall be designated as the Fall Stated Meeting and the latter, the Spring Stated Meeting.

Section 2. Special Meeting

The Secretary shall call Special Meetings at the direction of the President, or upon written request of five (5) voting members in good standing.

Section 3. Notice of Stated and Special Meetings

The notice shall be mailed or electronically mailed by the Secretary at least ten (10) days in advance thereof. The announcement for the Spring Stated Meeting shall contain the report of the Nominating Committee.

Section 4. Special Meeting Limitation

No business shall be transacted at a Special Meeting except that which appears in the notice of the meeting.

Section 5. Quorum

Ten percent (10%) of the voting membership, and no less than five members, shall constitute a quorum for the transaction of business.

ARTICLE V: Fees, Dues and Assessments

Section 1.

Fees, Dues and Assessments shall be determined by the Board of Governors for each type of membership for each year.

ARTICLE VI: Amendments

Section 1.

Amendments to these By-Laws may be acted upon at any Stated or Special meeting of the Binghamton Figure Skating Club. The proposed changes in the By-Laws shall be put in the announcement of the meeting and must be mailed or electronically mailed to each member at least ten (10) days prior to the meeting. A change in the By-Laws may be adopted only after a vote of consent of two-thirds or more of the votes received by any of the methods described in Article IV, Section 3(a). Vote may not be by proxy.

ARTICLE VII: Conduct of Meetings

Section 1.

The rules contained in Roberts Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Club.

ARTICLE VIII: Conflict Resolution



Section 1.

If any Club member(s) has a complaint against another member(s) for an infraction of any By-Law or rule other than skating rules, they may file such complaint in writing to the board. Such complaint will be investigated according to the adopted conflict resolution policy.

Section 2.

Prior to filing a grievance with USFSA, a member(s) must prove that resolution at the local Club level was attempted. A fee is required to file a grievance with USFSA.

ARTICLE IX: Dissolution Clause

Section 1.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Upon the dissolution of the entity known as the Binghamton Figure Skating Club, all assets held by said entity will be transferred to The United States Figure Skating Memorial Fund, Colorado Springs, Colorado, an exempt organization under section 501(c)(3) of the Internal Revenue Code, if said organization is still in existence.