

# GLOUCESTER SKATING CLUB INC.

## INCORPORATED AS:

Ontario Corporation #429252

DATE: 29<sup>th</sup> day of October 1979



### Constitution Revision Dates:

- (1) April 24, 2002
- (2) As Amended May 18, 2005
- (3) As Amended May 14, 2008
- (4) As Amended May 20, 2009
- (5) As Amended July 19, 2017
- (6) As Amended November 18, 2020



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# CONSTITUTION OF THE GLOUCESTER SKATING CLUB INC.

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LETTERS PATENT (Copy on file at Head Office of the Club)

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## **ARTICLE 1 - NAME**

The name of the Club shall be the Gloucester Skating Club Inc. hereinafter referred to as the "Club".

### 1.1. Definitions

In this by-law and in all other By-Laws of the Corporation unless the context otherwise requires:

- (a) "Act" means the Business Corporations Act, R.S.O. 1990, c. B.16, as amended or re-enacted from time to time and includes the regulations made pursuant thereto.
  - (b) "Board" means the board of directors of the Corporation.
  - (c) "by-laws" means all By-Laws of the Corporation.
  - (d) "director" means a director of the Corporation.
  - (e) "Corporation" means "The Gloucester Skating Club Inc." (the "Club").
  - (f) "number of directors" means the number of directors provided for in the Articles or, where a minimum or maximum number of directors is provided for in the articles, the number of directors determined by a special resolution or by a resolution of the Board of Directors where it is empowered by special resolution to determine the number of directors or where no such resolution is passed, the number of directors named in the Articles.
  - (g) "eligible person and member" as defined by Skate Canada General By-Law:
- 3.1 Subject to the Articles, Skate Canada shall have three classes of Members, namely:
- 3.1.1 the "<300 Clubs/Skating Schools Members Class";
  - 3.1.2 the "300+ Clubs/Skating Schools Members Class"; and
  - 3.1.3 the "Skate Canada Coach Class".
- (h) "Membership Year" an annual period commencing each year on September 1st on a given calendar year and expiring on August 31st of the following year.

1.2 All terms used in the By-Laws of the Corporation which are defined in the Act shall have the meanings given to such terms under the Act.

1.3 In all By-Laws of the Corporation, the singular shall include the plural and the plural the singular and words importing gender include the masculine, feminine and neuter genders.

1.4 Headings used in the By-Laws are for convenience of reference only and shall not affect the construction or interpretation thereof.

## **ARTICLE 2 - HEAD OFFICE**

The Head Office of the Club is situated in the City of Ottawa (formerly the City of Gloucester) in the Province of Ontario.

### **ARTICLE 3 - SKATE CANADA MEMBERSHIP**

- a) The Club is a not-for-profit skating club, that is a member of Skate Canada and is managed by operational staff members, for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members. **[Skate Canada General By-law Article 3: Members]**
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada. **[Skate Canada General By-law Article 3: Members]**
- c) The Club shall abide by all Skate Canada By-Laws, rules and regulations. **[Skate Canada General By-law Article 3: Members]**
- d) The Club is located in the Skate Ontario Section of Skate Canada. **[Skate Canada General By-law Article 3: Members]**

### **ARTICLE 4 - INCORPORATION**

The Corporation was incorporated on the 29th day of October, 1979 in the Province of Ontario, (Ontario Corporation #429252). The Corporation business shall be carried on without the purpose of gain for its members and any profits or other accretions of the Club shall be used in promoting its objectives.

### **ARTICLE 5 - CLUB OBJECTIVES**

The Objectives of the Club are:

- a) to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
- b) to ensure that the Club is managed and operated by eligible persons who are duly registered as Members of Skate Canada. **[Skate Canada General By-Law Article 3: Members]**
- c) to protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- d) to operate Skate Canada figure skating and skating programs, and/or sanctioned Club programs.
- e) to ensure that only Skate Canada Professional Coaches are permitted to teach skating in the Club.
- f) to promote fellowship among eligible persons and members through the Club's activities.

### **ARTICLE 6 - BY-LAWS**

- a) The By-Laws, appended to this Constitution, shall describe the organization and functions of the Club, and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-Laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-Law. **[Skate Canada General By-law Article 3: Members]**
- c) Any Club By-law contrary to the By-Laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a club has precedence over any inconsistent Skate Canada by-law relating to that club. **[Skate Canada General By-law Article 3: Members]**

## **BY-LAWS OF THE GLOUCESTER SKATING CLUB INC.**

### **A. MEMBERSHIP**

#### **By-Law 1 - Skate Canada and Club By-Laws, Rules and Regulations**

All members shall uphold, observe and conform to the By-Laws, Rules and Regulations of Skate Canada, the By-Laws of the Club and such regulations as determined from time to time by the Board of Directors of the Club.  
**[Skate Canada General By-law Article 3: Members]**

**By-Law 2 - Club Membership** shall be open to all and won't discriminate against any protected grounds as listed in the Ontario Human Rights Code.

a) **Membership Fees:** Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada. **[Skate Canada General By-law Article 3: Members]**

**By-Law 3 - Membership Classes** as established by the Board of Directors shall be effective from September 1st to August 31st, which is designated the membership year.

a) **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Members of Skate Canada. All Active Members of the legal voting age (Ontario = 18 years old) shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. A voting member under the age of majority may be represented by one parent or a legal guardian.

b) **Individual Membership:** Non-skating members who have paid the fees as set by the Club and are members of Skate Canada. Individual members of legal voting age (Ontario = 18 years old) shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. This would normally include Club Board of Directors, Skate Canada Officials and other adults serving on Club committees.

c) **Partial Membership:** All eligible skaters who are Members or Restricted Members of Skate Canada through an other HOME club and have paid a fee as set by the Club.

Partial members have no vote at the Annual General Meeting but may have a voice at the Annual General Meeting or Special Meetings of members.

d) **Honorary Membership:** The Annual General Meeting of members may elect any person(s) an Honorary Member(s) of the Club: an individual who has distinguished him or herself through exceptional service to GSC and has been recognized by the Board as an Honorary Member. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified.

They may have a voice at the meetings of the Club.

e) **Restricted Membership:** is a paid employee of the Club, a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions, and is not permitted to officiate at tests or competitions.

**By-Law 4 - Member in Good Standing:** For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any new Club activities if these fees are not paid within 30 days of the date set for payment. After 30 days the matter will be reviewed by the Executive Committee.

**By-Law 5 - Suspension and Expulsion from the Club:** The Board of Directors may suspend or expel a member of the Club for acting contrary to the By-Laws, Rules and Regulations of Skate Canada or of the Club. Cancellation or suspension of membership for violation of By-Law 4 shall be by two thirds majority decision of the Board of Directors. **[Skate Canada General By-Law Article 3: Members]**

**By-Law 6 - Members skating out of classification** must have Board sanction. The Board of Directors may define program classification on an as required basis.

## **B. LIABILITY**

**By-Law 7** - The Club shall not be responsible for any damages or injury or loss of property of any Club member, or of guests or visitors to the Club's leased or owned premises, regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs. **[Skate Canada General By-law Article 3: Members]**

## **C. CLUB MANAGEMENT**

**By-Law 8 - Members of the Board of Directors, Committees and Club Delegate(s) to Skate Canada.** The members of the Board of Directors, members and chairs of committees and the Club Delegate(s) to Skate Canada must be members in good standing of the Club, be registered as members of Skate Canada, be of legal age, and be eligible persons [with the exception of the Coaching Representative(s)] as defined by Skate Canada Rules. **[Skate Canada General By-law Article 3: Members].**

**By-Law 9 - The general management** of the Club shall be vested in a Board of Directors (consisting of: an Executive Committee of four (4) comprised of President, Senior Vice President, Vice President and Treasurer, and a maximum of six (6) Directors to handle the Club's programs). The Board of Directors may exercise all such powers and do all such acts and things as may be exercised or done by the Club and which are not specified in the By-Laws or by any resolution of the Club or by statute expressly directed or required to be done by the Club at a meeting of the members. The members of the Board of Directors except the immediate Past President and the Director of Skating\* shall be elected at the Annual General Meeting (hereinafter referred to as "AGM"). (\*will be appointed)

**By-Law 10** - As provided in the Letters Patent and the Skate Canada Rules and Regulations, the Board of Directors shall serve without remuneration and they shall not directly or indirectly receive any profit from this position, except that a Board member may be reimbursed reasonable expenses incurred in the performance of the Club duties, which are in accordance with Skate Canada. All expenses to be approved by two (2) members of the Executive Committee.

**By-Law 11** - Anyone holding office in another skating club may not be elected to the Board of Directors.

**By-Law 12** - The Board members shall be eligible for re-election.

**By-Law 13** - The President and Senior Vice President shall be elected at the AGM in even years, for a term of two years.

**By-Law 14** - The Vice President and Treasurer shall be elected at the AGM in odd years, for a term of two years.

**By-Law 15** - The immediate Past President shall be a Director for two (2) years. If this position is vacant, the Board of Directors may appoint a Club member as a Director until the next AGM.

**By-Law 16** - All other Directors shall be elected for a term of one year.

**By-Law 17** - Any vacancy on the Board of Directors may be filled, by a vote of the Board of Directors, for the period up to the next AGM of the Club but the continuing Board of Directors may act, notwithstanding such vacancy.

By-Law 18 - A member of the Board of Directors may resign at any time by giving notice in writing, or notwithstanding By-Law 28, may be removed from office at any time upon resolution approved by a two-thirds majority of the Board of Directors. (See also By-Law 28)

By-Law 19 - Each Board member should avoid conflicts of interest between their position as a member of the Board of Directors and their personal life. The Board of Directors should sign a GSC conflict of interest form on an annual basis and should a conflict arise, the Board Member(s) must declare the conflict before the Board of Directors and refrain from voting on such matters.

#### **D. DUTIES OF OFFICERS**

By-Law 20 - **The President** shall exercise supervision over Club affairs. The President, when attending, will act as Chairperson of all Board of Directors and General Meetings of the Club. The President will supervise the General Manager.

By-Law 21 - **The President** shall hold office until a successor has been duly elected at the AGM.

By-Law 22 - **The Senior Vice-President** shall support the President as required and perform the functions of the President if absent. In the event that the President resigns from the position, the Senior Vice-President shall assume the duties of the President until the next AGM.

By-Law 23 - **The Vice-President** shall support the President and Senior Vice President as required.

By-Law 24 - **The Treasurer** shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a monthly basis, updated financial statements, an annual budget and keeping such records as are required for financial review. The Treasurer shall ensure the books are kept in an orderly and proper fashion. The Treasurer is also responsible for arranging and preparing the audited annual financial statements. The Treasurer shall support the President and General Manager as required.

By-Law 25 - An employee of the Club, shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

By-Law 26 - A list of positions of the Executive Committee and Directors is attached hereto and marked as Appendix "A" and Appendix "B" to this Constitution. Functions and responsibilities to be determined and/or altered by the Board of Directors as required.

By-Law 27 - The Board of Directors shall hold ten (10) monthly meetings per year upon a day previously decided upon. Each member of the Board of Directors shall be notified and receive a copy of the minutes of the previous meeting in advance. Special Board Meetings may be called by the President, and Board members shall be notified within seven (7) days before the meeting. A member of the Executive Committee may also call a Special Board Meeting with seven (7) days written notice to the General Manager, signed by two-thirds majority of the Executive Committee.

By-Law 28 - A member of the Board should attend 75% of the monthly board meetings or a resignation may be requested by the President. **[Reference GSC By-Law 18]**

By-Law 29 - A quorum for the Board Meetings shall and for the transaction of business consist of a majority of the Board members in office.

By-Law 30 - Minutes of the resolutions and proceedings of all meetings of the Board of Directors and the Club shall be taken. The minutes shall be approved by the Board and filed electronically. Copies of the minutes shall then be made available upon request to all Club members within ten working days after being accepted by the Board of Directors.

By-Law 31 - A majority vote of the Board members present at a meeting of the Board of Directors shall carry a motion. The Chairperson shall vote only in the case of a tie.

By-Law 32 - A resolution/motion determined without a meeting (i.e. by telephone conference call or by electronic transmission) of the Board of Directors and evidenced in writing under the hands of all the Board members shall be valid and effectual as a resolution passed at a meeting of the Board of Directors.

By-Law 33 - The delegates for the Skate Canada, Skate Ontario Section and such other organizations as may require representative of the Club shall be appointed on an as required basis by the Board of Directors and shall be Club members in good standing.

By-Law 34 - Board Committees shall be established from time to time, for the good management of the Club and are not necessarily restricted to those listed in this Constitution.

For Example, the "Budget Committee" will be comprised of the Treasurer, General Manager, Bookkeeper, Director of Skating and Member at Large. They will meet to develop, review and formalize the draft budget. They will also meet as required during the year.

By-Law 35 - The Board of Directors shall appoint committee chairs to *standing* and/or *ad hoc* committees who shall look after the duties assigned to them. Such duties are to be accurately described in writing and provided to the appointed Chairperson. All Committee chairs must submit the names of their committee members to the Board of Directors for approval.

By-Law 36 - The President shall be an *ex-officio* member of all committees.

By-Law 37 - Rules of Order for all meetings, General and Board of Directors, shall be as outlined in *Roberts Rules of Order* in all cases in which they are applicable and consistent with the By-Laws or special rules of the Association. **[Skate Canada General By-law Article 4: Members' Meetings].**

## **E. SIGNING AUTHORITIES**

By-Law 38 - The President, Senior Vice President, Vice President and Treasurer shall be signing authorities for the Club bank account(s). Any two(2) may authorize the release of funds from the account(s).

By-Law 39 - The President and Treasurer shall sign any document that creates a legal obligation for the Club. In the event that the President or Treasurer is unable to sign, an alternate Executive member may substitute.

The Board of Directors shall have power with a two-thirds majority vote from time to time by resolution to appoint any officer(s) or any person(s) on behalf of the Club either to sign contracts and or documents.

## **F. FINANCES**

By-Law 40 - Funds may be raised for all purposes of the Club.

By-Law 41 - All funds of the Club shall be deposited in the name of the Club in such Canadian Chartered Banks or Trust Companies under the *Canadian Bankers Act* as designated by the Board of Directors.

By-Law 42 - The fiscal year of the Club shall terminate August 31st each year.

By-Law 43 - An audit or financial review of the financial statements of the Club must be made by a qualified and certified auditor as designated at the AGM. The auditor should not be a member or family member of the Board of Directors.

By-Law 44 - A financial statement of the Club's operations for the previous fiscal year shall be tabled at the AGM including a comparison from the preceding fiscal year.



## **G. PROFESSIONAL COACHES**

By-Law 45 - Coaches may be selected by the General Manager and Director of Skating as required and shall be under written contract to the Club under terms agreed upon by the General Manager, Treasurer, President and Coach.

By-Law 46 - Coaches shall advise the General Manager in writing of their fee rates and any fee changes thereafter, for private lessons to members. The fees for teaching Club programs will be determined by the General Manager in conjunction with the Treasurer and Skating Director(s).

By-Law 47 - The Club Coaches may help co-ordinate a special event and may assume the position of Event Manager or Chairperson, as required.

By-Law 48 - The Coaches will be directly accountable to the Director of Skating or CanSkate Director, through the normal chain of command and as outlined in the Organizational Chart.

## **H. CLUB TROPHIES**

By-Law 50 - Events may be held each year and the Board's Director of Events (either Skating or Social) is the Chairperson for each Event, who will work with the General Manager and report back to the Board of Directors.

By-Law 51 - An event budget will be developed by the Treasurer in consultation with the Budget Committee and presented to the Board for approval. Any other incidental expenses can receive approval by the Treasurer.

## **I. SPECIAL EVENTS**

By-Law 50 - Events may be held each year and the Board's Director of Events (either Skating or Social) is the Chairperson for each Event, who will work with the General Manager and report back to the Board of Directors.

By-Law 51 - An event budget will be developed by the Treasurer in consultation with the Budget Committee and presented to the Board for approval. Any other incidental expenses can receive approval by the Treasurer.

## **J. OFF-SEASON SCHOOLS**

By-Law 52 - Fall, Winter, Spring and Summer skating sessions will be offered. The Director of Skating and/or CanSkate Director shall be in charge of the session(s) and shall be responsible to the General Manager.

## **K. ANNUAL GENERAL MEETING - NOMINATING COMMITTEE**

By-Law 53 - The Nominating Committee Chairperson shall be appointed by the Board of Directors and the Committee members's names posted at least forty-five (45) days prior to the AGM.

By-Law 54 - The Nominating Committee shall consist of four (4) members, two (2) from the general membership and two (2) from the Board of Directors.

By-Law 55 - The Nominating Committee shall obtain names of persons willing to serve (including immediate past-president) and prepare a slate from the names gathered.

By-Law 56 - For any nomination to be valid, it must be signed by the nominee and approved by four (4) voting members in good standing and submitted in writing to the Nominating Committee Chairperson.

By-Law 57 - The slate of Nominees shall be communicated to the membership, fifteen (15) days prior to the AGM.

By-Law 58 - No Nominations shall be received from the floor of the AGM.

## **L. ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS**

By-Law 59 - The AGM shall be held every year no later than ninety (90) days following the closing of the Club's fiscal year which is August 31st.

By-Law 60 - The AGM shall be held on a date set by the Club Board of Directors, but no later than November 30th.

By-Law 61 - The General Manager shall forward the Notice of AGM or Special General Meetings to all voting members in good standing and shall be posted on the Club's website at least forty-five (45) days prior to the meeting (*i.e. no later than October 16th*).

By-Law 62 - At any Annual General or Special General meeting of the club a quorum shall be ten (10) voting members.

By-Law 63 - A voting member is a member in good standing, who has reached the age of majority and is an eligible person or member in accordance with the Skate Canada rules. A voting member under the age of majority may be represented by one parent or a legal guardian.

By-Law 64 - Three scrutineers shall be appointed by the Chairperson, as soon as the Annual General or Special General Meeting convenes to determine whether a quorum is present at the meeting.

By-Law 65 - If, within half an hour from the time appointed for any meeting, a quorum of voting members is not present the meeting shall stand adjourned for not more than two (2) weeks, and if at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the voting members present shall be a quorum.

By-Law 66 - The Agenda of the AGM shall be as follows:

- (a) Reading of the Notice of Meeting;
- (b) Quorum
- (c) Approval of Agenda
- (d) Approval of the Minutes of the last Annual General Meeting/Special Meeting.
- (d) Presentation & Approval of Treasurer's Report which includes the Annual Financial Statement and the Auditor's Report.
- (f) Appointment of Auditors for the coming fiscal year.
- (g) Nomination of Honorary Members
- (h) Amendments to the Constitution and By-Laws.
- (i) Transact such other business as may be properly brought before the AGM.
- (j) Election of Board of Directors
- (k) Adjournment

By-Law 67 - In the event of more than one nomination for any position, an election, by secret ballot, will be held at the AGM.

By-Law 68 - Special General Meetings may be held at any time at the request of the Board of Directors or by a majority of voting members in good standing.

By-Law 69 - AGM and Special General Meetings shall be open to all voting members in good standing. Observers may attend with the permission of the President.

By-Law 70 - Voting for the Officers and Directors shall be by secret ballot and a simple majority will serve to elect a candidate. The President, Senior Vice President, two Vice-Presidents and Treasurer shall be elected by separate ballots. The remaining Directors up to ten (10) (not including immediate Past-President) shall be elected by a single ballot.

By-Law 71 - All other voting may be decided by a majority of votes on a show of hands unless a majority of voting members present request the voting be by secret ballot. Exception to majority vote is covered by By-Law 76.

By-Law 72 - Any voting member, as defined in By-Law 3, may vote at the Annual General and Special General Meetings, but proxy votes shall not be allowed.

## **M. AMENDMENTS TO THE CONSTITUTION**

By-Law 73 - Proposed amendments must be submitted, in writing, to an Executive Member or the General Manager at least thirty (30) days prior to the Annual General Meeting or Special General Meetings. The General Manager shall distribute copies of all proposed amendments. Amendments not submitted in this manner shall not be accepted for consideration. Amendments will only be accepted from club members in good standing.

By-Law 74 - No part of this Constitution may be amended except by a vote of at least two-thirds of the voting members in good standing, present at an Annual General Meeting or Special General Meeting. *(The laws of the Province of Ontario shall be observed for changes to the Letters Patent).*

By-Law 75 - If the Board of Directors or Club member(s) in good standing, as defined in By-Law 4 propose to amend the Constitution, the proposed amendments shall be distributed to the voting membership in good standing fifteen (15) days prior to the Annual General or Special General Meeting.

By-Law 76 - Amendments not submitted in accordance with By-Laws 79 and 81 shall not be accepted for consideration from the floor at the Annual General or Special General Meeting.

**APPENDIX "A"**

**The Composition and Duties of the Executive Committee**

Executive Committee shall consist of:

	<b><u>Title</u></b>	<b><u>Term of Office</u></b>	<b><u>Voting or Non-Voting</u></b>
1.	President	EVEN 2 years	Vote only to break a tie
2.	Senior Vice President	EVEN 2 years	Voting
3.	Vice-President	ODD 2 years	Voting
4.	Treasurer	ODD 2 years	Voting

**Executive Responsibilities:**

1. To ensure the overall general good management of the Club.
2. To act as professional liaison.
3. To liaise with other directors and chairpersons.
4. To review policies & procedures.
5. To enforce rules & regulations.
6. To deal with bad accounts.
7. To prepare recommendations for the Board of Directors.
8. To sit on various committees.
9. To guide and oversee the strategic communication of the club.
10. To guide and oversee to the acts of the Board of Directors.

**Treasurer Responsibilities:** (In addition to the above)

1. To review, oversee and advise on budget development & control.
2. To present Financial Reports to Board of Directors on a monthly basis.

**Additional note:** The Board is responsible for reviewing and approving the annual budget. In its oversight function, the Board shall examine the budget to ensure that the projected expenses and incomes are comprehensive and realistic, based on the organizations' prior financial performance. The Board may send the draft budget back to the Budget Committee for revisions if it determines that changes are needed. **Once the budget is approved, the Board will be updated on a monthly basis and if at any time the approved bottom line budget projection has a variance of 15% from the original approved budget, then the Treasurer will need to request approval from the Board.**

## APPENDIX "B"

### The Composition & Duties of the Board of Directors [By-Law No. 9]

The Board of Directors shall consist of an Executive Committee (namely The President, Senior Vice-President, Vice-President and Treasurer) and 6 Directors (in addition to the Immediate Past-President).

#### **6 DIRECTORS** (not including Immediate Past President)

	<u>Position</u>	<u>Term of Office</u>	<u>Voting or Non-Voting</u>
	Immediate Past President	2 years	Voting
1.	Director of Fundraising/Sponsorship	1 year	Voting
2.	Director of Membership Engagement	1 year	Voting
3.	Director of Skating Events	1 year	Voting
4.	Director of Social Events	1 year	Voting
5.	Director of Coach Liaison	1 year	Voting

#### *Non-Elected Members of the Board of Directors*

6.	Director of Skating	N/A	Voting
	General Manager	N/A	Non-Voting

### **ROLES OF CLUB DIRECTORS**

#### Director of Fundraising/Sponsorship

- Co-ordinates the overall fundraising for the Club on an annual basis with the General Manager.
- Researches and brings to the Board recommendations with respect to fundraising efforts.
- Co-ordinates all major fundraising events with the General Manager.

#### Director of Membership Engagement

- Assists to develop strategies to improve membership engagement and inclusion.
- Oversees the on-boarding needs of the new members.
- Looks to strengthen and develop the club environment.

#### Director of Skating Events

- Chair of the Organizing Committee for any competition hosted by the Club, including the Annual Club Competition and other competitions co-hosted with Skate Ontario.
- Leads Local Organizing Committee (LOC) when hosting events in conjunction with Skate Ontario.
- Responsible to submit bid applications (including draft budget) and negotiate event agreements with Skate Ontario, in conjunction with the General Manager, Treasurer and Director of Skating.
- Assists the Director of Skating with the Ice Show as required.

#### Director of Social Events

- Assists the General Manager with the Annual Awards Banquet April/May each year (i.e. set up location, menus, flow-ers, presentations, awards, etc.);
- Assists the General Manager with the Annual Club Picnic (September) including supplies, food, refreshments and assists in the planning of activities/games as required;
- Assists the General Manager with the organization of any other special events that occur during the year (i.e. December Christmas party, February Family Skate Night, etc.).

#### Director of Coach Liaison

- Communicate with the Board of Directors on coach specific issues;
- To hold regular meetings with professional staff for the purpose of sharing information and/or bringing matters to the Board for discussion.

**The following role will provide support to the Board of Directors as required:**

**Hospitality Committee Chair**

- Provides support to the Director of Skating Events, Director of Social Events and General Manager;
- Assists in the planning and coordinating menus for events at GSC;
- Coordinates volunteers with respect to supervision of feeding judges, coaches, volunteers, etc.

**The following role will provide support to the Board of Directors as required:**

**Test/Assessment Chair**

- Provides support to the Director of Skating on test/assessment day needs;
- Organizes/schedules the test/assessment sessions;
- Arranges for judges on test/assessment days;
- Prepares test/assessment schedules for test days;
- Runs test/assessment days;
- Ensures that all paperwork with respect to tests/assessments is completed in accordance with Skate Canada requirements and rules;
- Works with the Bookkeeper to ensure all skaters have paid and judges expenses are processed.

## **APPENDIX "C"**

### **Grace Nadeau Memorial Fund**

The Club has established a fund in memory of Grace Nadeau, one of the founding members of the Club to enhance skater development. A committee consisting of three members, (one of whom shall be an honorary member), to be established annually to be responsible for making written recommendations for the use of the interest from the Fund, for approval by the Board of Directors.

*(Original Wording from Constitution dated 28 April 1981 as approved at a Special Meeting)*

By-Law 77 - The Corporation will establish a fund in memory of Grace Nadeau, one of the founding members of the Club to enhance skater development herein referred to as the "Fund".

By-Law 78 - The Fund will have a separate set of books and controlled by all the By-Laws of this Constitution.

By-Law 79 - The Capital for the Fund will be obtained from donations and fundraising specifically designated for the Fund.

By-Law 80 - The Capital of the Fund will be invested in Canadian insurable registered certificates.

By-Law 81 - The interest from the Fund may be used for skater development programs as determined by the Club Executive.

By-Law 82 - The Capital of the Fund will remain in the Fund for perpetuity unless the Corporation is dissolved, the Letters Patent conditions apply.

**APPENDIX "D"**

**Toronto Dominion Bank By-Law Authorizing And Pledging**



## APPENDIX "E"

### Current GSC Trophies

1. **Orleans Recreation Complex Award, Lorne Woods Memorial Trophy** - Most Improved Skater.
2. **President's Award** - skaters chosen by their peers and who demonstrate sportsmanship, dedication and a positive attitude.
3. **Elizabeth Manley Award** - for the skater reaching the highest competitive level.
4. **Volunteer of the Year** - awarded to a volunteer member who provides outstanding support to the club.
5. **Volunteer Skater of the Year, Mr. Joe Bierko Memorial** - awarded to a skater 12-19 years of age, who shows volunteer initiative in and outside the club.
6. **Gold Medalist** - presentation of a Gold Medal in a specific discipline (freeskate, dance, skills and artistic) in recognition of the skaters hard work, determination and perseverance.
7. **Lifetime Honorary Member** - an individual who contributes a lifelong commitment to the organization