

# BY-LAWS OF THE LINE CREEK FIGURE SKATING CLUB

## MEMBER CLUB OF U.S. FIGURE SKATING

Adopted: January 19, 1999

1<sup>st</sup> Amendment: September 21, 1999

2<sup>nd</sup> Amendment: April 13, 2000

3<sup>rd</sup> Amendment: September 14, 2000

4<sup>th</sup> Amendment: July 12, 2001

5<sup>th</sup> Amendment: August 24, 2004

6<sup>th</sup> Amendment: February 19, 2007

7<sup>th</sup> Amendment: June 7, 2009

8<sup>th</sup> Amendment: March 27, 2018

9<sup>th</sup> Amendment: May 2, 2021

### **Article I**

#### **Name and Incorporation**

Section 1.1 Name. The Corporation shall be known as Line Creek Figure Skating Club, Inc (referred to in these Bylaws as the “Corporation” or “LCFSC”).

Section 1.2 Incorporation. The Corporation was incorporated as a non profit corporation January 19, 1999, under the Laws of the State of Missouri.

Section 1.3 Officers of Corporation. The four Officers of the Corporation shall be President, Vice-President, Secretary, and Treasurer.

Section 1.4 Offices. The Corporation shall have its headquarters at the Line Creek Community Center Ice Arena in Kansas City, Missouri.

### **Article II**

#### **Purpose**

Section 2.1 The purpose of the Corporation are as follows:

- A. Promote and provide figure skating education and resources to club members.
- B. Promote development of responsibility, self-discipline, and self-esteem of club members.
- C. Encourage good sportsmanship on and off the ice.
- D. Encourage camaraderie among club members.
- E. Promote the enjoyment of figure skating as a sport.
- F. Promote the general policies of U.S. Figure Skating and the Ice Skating Institute.

Section 2.2 Membership in U.S. Figure Skating. The Corporation has been formed to be a Member of The United States Figure Skating Association (“U.S. Figure Skating”), to exist for the purposes specified in Article II of these Bylaws. As such, the Corporation and its members shall be subject to and abide by the Bylaws and Official Rules of U.S. Figure Skating, as in existence and amended from time to time by U.S. Figure Skating.

### **Article III Membership**

Section 3.1 The Club shall have members who are interested in the objects and purposes of the club and who are registered with USFS. Members of the club shall be expected to abide by, and conduct themselves in a manner consistent with, the ByLaws, Official Rules, policies, procedures, code of conduct, code of ethics and principles of ethical behavior of U.S. Figure Skating.

Section 3.2 The Corporation shall have the following classes of membership:

- A. Home Club Membership. Home Club Membership is for those wishing to join LCFSC as their primary club. Members 18 years or older have the right to vote, serve on the Board of Directors, and hold office. If a member is under 18 years of age, at least one parent or guardian must join.
- B. Introductory Membership. Introductory home club membership is a membership for those who are joining LCFSC and applying for USFS membership for their first time. Skaters joining at this membership level have all the same membership benefits as do home club members.
- C. Professional Membership. Professional membership is for skating professionals over the age of 18 who designate LCFSC as their home club. Professional members may vote and serve on the board of directors, but not hold office.
- D. Associate membership. Associate Membership is for skaters who represent another home club or have a current Learn to Skate USA membership. Associate members have no voting rights.
- E. Officials Membership. Officials membership is for current USFS officials who designate LCFSC as their home club. Official members may vote and serve on the board of directors, but not hold office.
- F. Collegiate Membership. Consecutive four-year home club membership with LCFSC at a reduced rate for college-aged members. Each skater may receive this option only once during their entire skating career.

- Section 3.3 Dues. The annual dues payable to the Corporation shall be in such amount as determined from time to time by the Board of Directors and shall be paid by June 30<sup>th</sup>.
- Section 3.4 Termination of Membership. Any member's membership may be terminated by a majority vote of the Board of Directors for conduct injurious to the Corporation, violation of the LCFSC Code of Conduct, or failure to pay dues. Notice shall be given to said member by first class certified mail to his/her address as it appears on the Corporation's records at least fifteen days prior to the termination. Termination of membership does not relieve the terminated member from any obligations for charges incurred, services, or benefits actually rendered, dues, assessments, or fees arising from contact or otherwise. Involuntary termination of membership shall occur only after following the procedures set forth in Article VII.
- Section 3.5 Duration of Membership. Membership shall be renewed annually, by June 30<sup>th</sup> of each year.
- Section 3.6 Annual Meeting. The Club shall hold an annual meeting of its members. Board officers will report on the activity and finances of the club, and the club will transact other business that comes before it. The meeting shall be held at a time, date and place stated in or fixed in accordance with a resolution of the Board of Directors. If no place is stated, the meeting shall be held at the Club's principal office. Failure to hold an annual meeting shall not work a forfeiture or dissolution of the Club or invalidate any action taken by the Board of Directors or Officers of the Club.
- Section 3.7 Quorum. Twenty-five percent of all members who are entitled to vote and are in good standing shall constitute a quorum. There shall be a quorum present in person or by proxy vote to transact business.
- Section 3.8 Majority Vote. Except as otherwise provided, all questions shall be determined by a majority vote.
- Section 3.9 President. The President may vote only in the case of a tie.
- Section 3.10 Special Meetings. The Secretary shall call special meetings at the direction of the President, or upon the written request of five members having the right to vote.
- Section 3.11 Notices. Notices of special meetings shall be communicated by the Secretary.
- Section 3.12 Special Meeting Limitation. No business shall be transacted at the special meeting except that of which notice was given.

## **Article IV**

### **Board of Directors**

- Section 4.1 Qualifications. Directors must be voting members of the Corporation who have designated the Corporation as their home club under the applicable rules of USFS. To avoid any potential conflict of interest, candidates for Board positions, both elected and appointed, may not be the parent or guardian of a figure skater representing a club other than the Line Creek Figure Skating club as their home club.
- Section 4.2 Number of Directors. The number of Directors shall be as determined by the Board as deemed necessary.
- Section 4.3 Term of Office. At each annual general election, the number of Directors equal to the number of vacancies shall be elected for a term of two years. Directors can serve no more than three consecutive terms on the Board.
- Section 4.4 Vacancies. In the event of a vacancy on the Board of Directors, it shall be filled by the affirmative vote of the majority of the remaining Directors and shall be elected for the remainder of the current club year.
- Section 4.5 Quorum. 50% plus 1 members of the Board shall constitute a quorum. There shall be a quorum present to transact business.
- Section 4.6 Meetings. The Board of Directors shall have regular meetings in person or virtually. The date and time of such meetings shall be determined by the Board of Directors. The President or any four members of the Board of Directors may call a Board meeting upon giving written notice, which may be by electronic mail, to all the members of the Board of Directors at least five days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the four Directors requesting the meetings.
- Section 4.7 Authority. The Board of Directors shall have the entire authority in the management of affairs and finances of the Corporation and shall have general control of all its property. All rights and powers connected therein shall be vested in them. The Board of Directors shall make such rules as they deem proper respecting the use of the Corporation's property; prescribe rules for application and termination of membership; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them. The Board of directors shall appoint committee chairs.

Section 4.8 Financial Duties. All appropriations from the funds of the Corporation shall be made by the Board of Directors. The Board of Directors shall audit records of the Secretary, Treasurer, and committees. They shall prepare and submit at the annual meeting a program of anticipated expenditures for the coming year, together with proposals of sources of revenue to meet same. The Board of Directors shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board of Directors. The Board of Directors shall have the power to limit the indebtedness of a club member to the Corporation.

Section 4.9 Board Member Limitation. The office of a Board member shall be ipso facto vacated:

- A. If he/she is found to be mentally incapacitated.
- B. If he/she is convicted for a felony.
- C. If by notice in writing to the club he/she resigns.
- D. If he/she fails to attend three consecutive meetings or five meetings in any one fiscal year.

Section 4.10 USFS Delegates. The Board of Directors may appoint from among its registered eligible USFS members a number of delegates in accordance with Article VII, Sections 1-7 of the U.S. Figure Skating Bylaws. The delegate(s) shall be representative (s) between the Corporation and the Association and shall attend the USFS Governing Council meeting, either in person or by proxy. The Corporation shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

## **Article V Officers**

Section 5.1 Titles. The Officers shall be the President, Vice-President, Secretary, and Treasurer. All officers must be voting members of the Corporation who have designated the Corporation as their Home Club under the applicable rules of U.S. Figure Skating.

Section 5.2 Duties of the President. It shall be the duty of the President to take charge of the Corporation, to preside at all meetings of the members and of the Board of Directors. The President shall have the entire supervision and management of the Corporation and its property pending the action of the Board of Directors. The President together with the Secretary shall sign all agreements and contracts made by the Corporation upon the approval of the Board of Directors.

- Section 5.3 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 as well as have charge of all club Committee Chairs, and act as a liaison for said Chairs to the Board of Directors. In the absence of the President, the Vice-President shall assume the duties and officiate in his/her stead.
- Section 5.4 Duties of the Treasurer. The Treasurer shall have charge of the funds of the Corporation and shall keep a record of all receipts and disbursements and shall render a written report at each Board Meeting. The funds shall be deposited in the name of the Corporation in a bank approved by the Board of Directors. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required. The Treasurer shall reconcile all reports a minimum of every six months. The Treasurer shall maintain an up-to-date list of members in good standing.
- Section 5.5 Duties of the Secretary. The Secretary shall keep minutes of the proceedings of the Board of Directors; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the Club records; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.
- Section 5.6 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 who shall hold office for the unexpired term.
- Section 5.7 Removal. Any officer or Director may be removed from the office by the majority vote of the Directors voting at a special meeting called for this purpose, except the Director under consideration for removal shall not vote.
- Section 5.8 Qualification/Election. Any candidate running for the Office of President must have been a current member of the Board of Directors for a minimum of one year. Officers shall be elected annually by the current Board of Directors no more than thirty days following the Board of Directors' general election.

## **Article VI**

### **Elections - Board of Directors**

- Section 6.1 Time. Elections shall be held electronically in April for the term beginning on July 1.

- Section 6.2 Nominations. The Secretary shall communicate board election notification in a reasonable amount of time preceding the general election. The Board may convene a nominating committee as needed. Any voting member may be nominated as a Director. The selections of the Nominating Committee shall be submitted to the Club Secretary, to be published a maximum of thirty days but no fewer than ten days before the general election.
- Section 6.3 Ballots. Ballots shall be provided to all voting members at least ten days before the annual election. Twenty-five percent of all members who are entitled to vote and are in good standing shall constitute a quorum. There shall be a quorum present in person or by proxy vote to transact business.
- Section 6.4 Board of Directors' election process. The general membership shall elect directors by electronic ballot. Newly-elected Board of Directors will enter into a transition period where they will be expected to attend all Board of Director meetings with the current Board of Directors. They will begin their official term on July 1. The nominated candidates receiving the greatest number of votes shall be declared elected.
- Section 6.5 Officers election process. Officers shall be elected annually by the current year's Board of Directors at the Board of Directors' monthly meeting no more than thirty days after the Board of Directors' general election. They will then enter into a transition period with the current Officer in that position beginning their official term on July 1. An invitation shall be extended to the general membership at the annual membership meeting, and mailed first class or electronically to all voting members not in attendance to inform them of the date and time of the Officers' election, no more than three days following the annual membership meeting. Any newly-elected Officer's appointment may be overturned with a majority vote from the general membership, provided there is a quorum of general members in attendance at the Officers' election.
- Section 6.6 Records. The Secretary shall preserve the records of an election for at least two years.

## **Article VII Discipline**

- Section 7.1 Application. Sections 7.2. through 7.5 below shall be implemented in the event that a member has displayed conduct injurious to the Corporation, is in violation of the LCFSC Code of Conduct, or has failed to pay dues.
- Section 7.2 Termination. The Board of Directors shall have the power to terminate or suspend membership in the Corporation in accord with policy and procedures set forth in the by-laws.

- Section 7.3 Complaints. Any member or members charged with conduct injurious to the Corporation, is in violation of the LCFSC Code of Conduct, or has failed to pay dues will be reported, in writing, to the Board of Directors. Such complaints shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such a complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate the same. The complaint(s) and the members complained against shall be given copies of any written statements regarding the complaint, and shall be notified at least seven days prior to a hearing date.
- Section 7.4 Hearing. The Board of Directors shall set a hearing date and give all parties at least seven days written or electronic (e-mail) notice prior to such date. The Board of Directors shall establish rules of procedure for such hearing, which will be provided to all parties at least five days prior to the hearing. Both the complainant and the member complained against will have the right to present evidence. The Board of Directors will vote within 24 hours of such hearing on any action to be taken. The decision of the Board of Directors shall be reduced to writing and shall provide reasons for the decision. The decision of the Board of Directors will be final. Notice of the decision with supporting reasons shall be given to the member at least fifteen days prior to the action being taken.
- Section 7.5 Notice. Any notice required by this section shall be given by any method reasonably calculated to provide actual notice, provided that in the event any notice is given by mail, first class or electronically (e-mailed), to the last known address of the involved member of the Corporation according to corporate records.

## **Article VIII**

### **Conflict Resolution**

- Section 8.1 Complaints. 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 of Directors. Such complaints will be investigated according to the Conflict Resolution Policy.
- Section 8.2 Conflict Resolution Policy. After receiving such a complaint, the Board of Directors shall, at their next monthly Board meeting, appoint a Review Panel of at least five uninvolved club members. The Review Panel shall immediately begin performing the tasks of gathering information from the members involved, conduct meetings, form possible solutions, and follow through with the resolution to the end. The Review Panel shall be respectful and rational during this process, update the Board of Directors at the next monthly meeting, and use the following procedures in resolving the conflict:

- A. Clarify the conflict (parties involved, length of time, accurate/exaggerated, importance to the Corporation).
- B. Formally interview the parties involved and summarize the findings in a detailed report.
- C. Identify several possible solutions, keeping in mind what is best for the Corporation. Refer to Article II. Purpose.
- D. Bring parties together to examine and select the best solution and compromise. Parties to agree on a date to implement the selected resolution.
- E. Follow through and evaluate the solution by setting a specific date to meet and review the resolution.

Section 8.3 Unresolved Complaints. In the event that a resolution was not reached or an implemented resolution did not resolve a conflict, the Review Panel shall again work the process outlined in Section 2. All possible efforts shall be made at the club level to resolve the complaint. Consult the U.S. Figures Skating Grievance Committee Chair only as a last resort.

Section 8.4. Filing a Grievance. Requirements for filing a grievance along with disciplinary proceedings can be found in the USFS By-laws, Article XXVII-Grievances and Disciplinary proceedings, Suspension, Expulsion and Loss of Membership Privileges, Section 3 Grievance and Disciplinary Proceedings. A filing fee in the amount of \$125.00 shall be paid to USFS at the time the Grievance is filed. In the event the Grievance is not accepted, the filing fee shall be refunded.

## **Article IX Fiscal Year**

The fiscal year shall run from July 1<sup>st</sup> through June 30<sup>th</sup> until such time as the Board of Directors adopts a different fiscal year.

## **Article X Membership in USFS**

The Corporation shall conduct its affairs in a manner consistent with the By-Laws of USFS. Members shall conduct themselves in a manner consistent with the Code of Ethics as stated by USFS and the United States Olympic Committee. The Corporation shall follow the provisions of U.S. Internal Revenue Code, Section 501(c)(3).

**Article XI**  
**Amendments to By-Laws**

These By-Laws may be amended by a one-half vote of the voting members in attendance at a regular or annual meeting of the members, provided a ten day notice of the general nature of the proposed amendment(s) has been communicated to all voting members.