

**Bylaws of the  
Mason-Dixon Figure Skating Club**  
Member Club of United States Figure Skating  
ADOPTED: July 20, 1985  
REVISED: July 23, 2008

ARTICLE I  
NAME AND CORPORATION

Section 1.1 Name: The organization shall be known as the Mason-Dixon Figure Skating Club (referred to as Club throughout these bylaws).

Section 1.2 Incorporation: The Club is incorporated under the laws of the State of West Virginia.

Section 1.3 Membership in U.S. Figure Skating. The Club 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 Club 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.

Section 1.4 Offices. The principal office/headquarters of the Club shall be located at the Morgantown Municipal Ice Rink, 1001 Mississippi Street, Morgantown, WV 26501. The registered office of the Club required by the Nonprofit Law to be maintained in the State may be, but need not be, the same as the principal office/headquarters of the Club, and the address of the registered office may be changed from time to time by the Board of Directors or by the Officers of the Club.

Section 1.5 Fiscal Year: The fiscal year shall run from July 1 through June 30 until such time as the Board of Directors adopts a different fiscal year.

ARTICLE II  
PURPOSE

Section 2.1 Purpose: The purposes of the Club are to:

- 2.1.1 Encourage participation in the sport of figure skating as a lifetime activity by all persons, to encourage and support the instruction, practice, and advancement of the members in free skating, moves in the field, ice dancing, pair skating, synchronized skating, compulsory figures, recreational skating, and all types of figure skating.
- 2.1.2 Cultivate a spirit of community among ice skaters.
- 2.1.3 Provide ice time for the use of its members to practice skills in a safe and friendly atmosphere.
- 2.1.4 Sponsor, produce, and cooperate in the production of amateur ice shows and exhibitions.
- 2.1.5 Generally perform such other acts as may be necessary, advisable, proper, or incidental in the realization of the objects and purposes of this organization.
- 2.1.6 Carry out the general policies of U.S. Figure Skating.

ARTICLE III  
BOARD MEMBERS

Section 3.1 Board of Members: The Board Members shall consist of 8 or more Club members composed of the President, Vice President, Treasurer, Secretary, Members-at-Large, and Jr. Members-at-Large.

3.1.1 **Duties**: The Board Members shall approve the ice rules and regulations established by the Board Officers.

ARTICLE IV  
BOARD OFFICERS

Section 4.1 Board Officers: The Board Officers shall consist of the President, Vice President, Secretary, and Treasurer.

4.1.1 The Board Officers shall elect a U.S. Figure Skating delegate to represent the Club at national meetings either by proxy or in person.

4.1.2 If necessary, the Board Officers may appoint an Assistant Secretary-Treasurer, either from the Club membership or outside of the Club membership on such terms as the Board Members may consider advisable, to assist the Secretary and Treasurer in their duties.

4.1.3 The Board Officers shall have the right to suspend or expel any Board Member from their position for any of the following reasons: (1) failure to carry out tasks and responsibilities as a Board Member, (2) violation of the Club bylaws, (3) if by notice in writing to the Club s/he resigns her/his office, and (4) if s/he is no longer a member of the Club.

Section 4.2 Qualification: All Board Officers must be registered members of U.S. Figure Skating and must have designated the Mason-Dixon Figure Skating Club as their home club.

Section 4.3 Term of Office: Board Officers shall serve for a period of 2 years and may not serve more than two consecutive terms in the same position. Elections shall be held within 30 days of the end of the skating season every other year. If a position becomes vacant for any reason, the Board Members shall appoint a Club member to fill the position for the balance of the term.

Section 4.4 Method of Election: The candidates for Board Officer positions shall be nominated by another Club member or nominate themselves during a three-week period preceding the election. The Secretary shall notify the Club members of the slate of candidates one week prior to the election meeting. The election meeting for Board Officers shall be held every other year within 30 days of the end of the skating season. The vote shall be conducted by ballot.

Section 4.5 Authority: The Board Officers 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. They shall promote the overall benefit of the Club and its members.

Section 4.6 Rules: The Board Officers shall make rules and arrangements for the conduct of the Club members during Club ice sessions and for collection of ice fees, make rules as they deem proper respecting the use of the Club's property and ice time; prescribe rules for the admission of strangers; fix penalties for offenses against the

rules; and make rules for their own government, for the government of the committees, appointed by them, and for the government of the Club membership.

## ARTICLE V BOARD OFFICERS' DUTIES

### Section 5.1 President shall:

- 5.1.1 Take charge of the Club and preside at all Board Officers, Board Members, and Club membership meetings.
- 5.1.2 Have the entire supervision and management of the Club and its property pending the action of the Board Members
- 5.1.3 Have the power to suspend any member for violating the Bylaws or regulations of the Club (pending approval by the Board Officers).
- 5.1.4 Have the authority to call Board Officers, Board Members, and Club membership meetings.
- 5.1.5 Sign, in conjunction with another Board Officer, all agreements and contracts made by the Club, upon approval by the Board Members.

### Section 5.2 Vice President shall:

- 5.2.1 Assist the President in the discharge of his/her duties and, in his/her absence, assume his/her duties and officiate in his/her stead.

### Section 5.3 Treasurer shall:

- 5.3.1 Have charge of the funds of the Club
- 5.3.2 Keep a record of all receipts and disbursements
- 5.3.3 Prepare annual written reports at the beginning of the skating season and at the end of the skating season and when requested by the President or Board Members.
- 5.3.4 Collect membership dues applications for membership and work with the Secretary and Membership Chair to register members with U.S. Figure Skating.
- 5.3.5 Deposit Club funds in the name of the Club at a bank approved by the Board Members.
- 5.3.6 Ensure that all disbursements by check are signed by the Treasurer and/or President, or another designated Board Officer.

### Section 5.4 Secretary shall:

- 5.4.1 Keep the minutes for all Board Officers, Board Members, and Club membership meetings.
- 5.4.2 Supervise all reports and documents connected with the business of the Club.
- 5.4.3 Supervise the keeping of the membership role and contact information
- 5.4.4 Furnish newly elected members with the bylaws and rules of the Club if requested.
- 5.4.5 Supervise the correspondence of the Club, prepare and issue notices of all meetings, and inform the membership of actions taken at such meetings.
- 5.4.6 Apply for U.S. Figure Skating sanctions for Club shows and exhibitions
- 5.4.7 Notify U.S. Figure Skating of the election of the Board Officers and delegates, and of members in arrears for financial obligations or rectifying such arrears, and other pertinent information.

## ARTICLE VI MEMBERS-AT-LARGE

Section 6.1 Number of Members: The exact number of Members-at-Large and Jr. Members-at-Large shall be determined by the Board Officers, but there shall be no less than 2 of each.

Section 6.2 Qualification: All Members-at-Large shall be current members of the Club and of U.S. Figure Skating and must have designated the Club as their home club at the time of their election. New members shall join as soon as registration for U.S. Figure Skating membership begins.

Section 6.3 Term of Office: Except for the Board Officers, Board Members shall serve for a period of one year. Elections shall be held within 30 days of the end of the skating season each year. If a position becomes vacant for any reason, the Board Officers shall appoint a Club member to fill the position for the balance of the term.

Section 6.4 Method of Election: The candidates for Members-at-Large positions shall be nominated by another Club member or nominate themselves during a three-week period preceding the election. The Secretary shall notify the Club members of the slate of candidates one week prior to the election meeting. The election meeting for Members-at-Large shall be held every year within 30 days of the end of the skating season. The vote shall be conducted by ballot.

## ARTICLE VII MEMBERS-AT-LARGE DUTIES

Section 7.1 Members-at-Large shall consist of two or more Club members who shall:

- 7.1.1 Assist the Board Officers.
- 7.1.2 Attend Board Member meetings.
- 7.1.3 Have voting privileges.

Section 7.2 Jr. Members-at-Large shall consist of two or more Club members between the ages of 12 and 18 who shall:

- 7.2.1 Attend Board Member meetings to represent the views of the younger members.
- 7.2.2 Have voting privileges.

## ARTICLE VIII COMMITTEES

Section 8.1 Selection of Committees: The following committees may be established: Membership Committee, Test and Competition Committee, Fundraising Committee, Show Committee, and Public Relations Committee. Additional committees may be established as necessary.

Section 8.2 Appointment of Committee Chairs: The Board Members shall appoint a Chair for each of the committees. Committee Chairs may be chosen from Board Members, Club members, or parents. Unless otherwise specified by the Board Members, the Chair may appoint or recruit other members to serve on the committee as needed. Committee Chairs must seek Board Officers' approval for important decisions and before spending Club funds.

- 8.2.1 **Membership Committee** shall consist of one or more member(s) who shall promote the activities of the Club, encourage membership among the skating community, provide Club information to students in advanced Basic Skills classes, and assist the Secretary and Treasurer with the registration of members with U.S. Figure Skating.
- 8.2.2 **Test /Competition Committee** shall consist of one or more Club member(s) who shall have complete charge of scheduling U.S. Figure Skating test sessions at the Club's home rink, setting dates and obtaining approved U.S. Figure Skating judges for the tests, and submitting test reports. They shall also keep the membership informed of upcoming test sessions to be held by neighboring clubs. They shall receive test papers for Club members and maintain proper records. They will also coordinate any competitions to be held by the Club. The decision as to persons eligible to enter any such test or competition shall rest with this committee. Permission letters for members to test or compete at other clubs shall be provided by the Test/Competition Committee.
- 8.2.3 **Fundraising Committee** shall consist of one or more Club member(s) who shall coordinate the raising of funds to support the needs of the Club. They shall investigate methods of fundraising, supervise the implementation of the methods chosen, and keep a record of Club member participation.
- 8.2.4 **Show Committee** shall consist of one or more Club member(s) who shall coordinate the practice times, costumes, music, decorations, and other requirements for a Club show or exhibition. They may recruit other Club or non-club members to serve on their committee or assist with duties.
- 8.2.5 **Public Relations Committee** shall consist of one or more member(s) who shall keep the media and general public informed of Club activities such as skating lessons and ice shows. They shall act as a representative to the Skating Magazine and shall furnish news items of the Club's activities, as necessary, to Skating Magazine and other media outlets.

## ARTICLE IX MEETINGS

Section 9.1 Order for Meetings shall be in accordance with Robert's Rules of Order.

Section 9.2 Board Officer Meetings: Board Officers shall meet at least twice during the off season to prepare for the upcoming skating season and may meet during the skating season as needed.

Section 9.3 Board Member Meetings: Board Members shall meet at least once every other month during the skating season and may meet during the off season as needed. The date of such meetings shall be stated by the President or, in his/her absence, by the Vice President. Any two Board Members may call a Board Member meeting upon written notice to all the Board Members with at least three days advanced notice of the requested meeting date. The notice shall state the date and purpose of the meeting and the names of the members requesting the meeting.

9.3.1 **Quorum**: One member more than one half the total number of Board Members shall constitute a quorum.

Section 9.4 Club Membership Meetings: The President shall conduct at least two annual Club membership meetings during the skating season and may meet in the off

season as needed. The Secretary shall notify the Club members of meetings at least two weeks in advance of the scheduled date.

9.4.1 **Voting:** All decisions shall be determined by a majority vote of the Club members present at the meeting.

Section 9.5 Committee Meetings may be held as deemed necessary by the committee members.

## ARTICLE X MEMBERSHIP

Section 10.1 Requirements for Membership: Candidates for membership shall be those individuals interested in the objects and purposes of the Club. Those candidates applying for a skating membership may be required to meet minimum age and skating ability requirements. Membership shall not otherwise be restricted geographically, or by age, sex, race, or other discriminatory restriction.

Section 10.2 Types of Membership: The types of membership shall include Full Skating Member, New Skating Member, Non-Skating Member, Associate Member, Patron, and Coach. Full skating members are those who wish to skate regularly on Club ice. New skating members are those who join the Club for the first time. Non-skating members are individuals, such as Board Members, parents, and friends who wish to be a member of the Club but don't skate. Associate members are individuals who have their primary membership at another U.S. Figure Skating club. Patron members must be at least 18 years of age who have limited time to skate and may purchase a maximum of 15 ice sessions per season. Persons joining as Coaches must be members of the Professional Skater's Association, be at least 18 years of age, and provide a certificate of insurance to the Board Officers.

Section 10.3 Application for Membership: Each candidate must submit an application for membership on the approved form. Candidates must state their name, address, and other contact information, and by so doing, agree to abide by Club rules and bylaws. The fee for the appropriate annual dues shall be submitted along with the application. Applications submitted in compliance with these requirements by persons meeting skating level requirements shall be considered to be accepted. In the event a candidate is rejected for membership, the candidate shall not be eligible for membership within six months after rejection.

Section 10.4 Suspend or Expel: The Board Officers 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 for longer than 30 days without a hearing.

Section 10.5 Readmit to Membership: The Board Officers may readmit to membership, without the payment of second membership fee for that membership year, any former member whose resignation has been fully accepted. Such readmission must be by ballot and two negative votes shall reject. No rejected candidate shall be again proposed for reinstatement within six months after rejection.

Section 10.6 Drop and Reinstate to Membership: The Board Officers may as hereinafter provided drop from the roll any delinquent member and also may reinstate such members when appropriate.

Section 10.7 Prospective Members: A prospective member may be admitted to a maximum of three Club ice sessions per season by purchase of a guest pass. The guest pass must be used within the specified time period.

Section 10.8 Guests: A visiting skater from another U.S. Figure Skating affiliated club or a former member of the MDFSC may skate on Club ice sessions for a fee. Other skaters may not skate on Club ice except as a prospective member by purchase of a guest pass.

Section 10.9 Conflict Resolution: If any Club member has a complaint against another member for an infraction of any bylaw or rule other than skating rules, they may file such a complaint in writing to the Board Officers. Such complaint shall set forth the facts of the case, together with the names of any witnesses. After receiving a complaint, the Board Officers will review said complaint at the next scheduled meeting. Both parties will have at least seven days notice of such meeting, and witnesses may be contacted. The statements and evidence will be reduced to writing by the Secretary and s/he will provide copies to the parties. After investigation, the Board Officers will elect to take action to resolve the complaint at this or any subsequent Board Officer meeting. The Secretary shall provide written notice to the parties of the Board Officers' decision. An appeal of the Board Officers' decision may be taken to the Club by serving a written notice to the Board Officers within seven days of the receipt of the Board Officers' report. 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 Board Officers' decision. Conflicts not successfully resolved in this manner at the local level may be reported to the U.S. Figure Skating Grievance Committee as provided for in the U.S. Figure Skating bylaws.

## ARTICLE XI FEES, DUES, AND ASSESSMENTS

Section 11.1 Fees: Fees and assessments shall be set by the Board Officers as they deem proper and necessary for the successful functioning of the Club. These fees include, but are not limited to: annual membership dues, ice fees, show fees, test fees, fundraising fees, and rink improvement fees. These fees will be announced upon request for membership registration information.

Section 11.2 U.S. Figure Skating Membership: Membership in U.S. Figure Skating is included in the annual membership dues of all types of membership of the Club, except for an Associate Member.

Section 11.3 Subscription to Skating Magazine: One subscription per family living at the same address is included in the annual membership dues.

Section 11.4 Volunteer Service: All Club members and parents of junior members are expected to contribute to the success of the Club by taking on at least one of the following tasks: Ice monitor for Club ice sessions, working on fundraising efforts, planning and setting up for shows, and publicizing activities.

Section 11.5 Appropriations: All appropriations from the funds of the Club shall be made by the Treasurer with the approval of the Board Members.

Section 11.6 Expenditures and Revenue: The Board Officers shall review anticipated expenditures for the coming year and set fees and other sources of revenue to meet anticipated expenses.

Section 11.7 Audits: The Board Officers may audit records of the Secretary, Treasurer, and of the Committees.

Section 11.8 Indebtedness: The Board Officers shall have power to limit the indebtedness of a member of the Club, and the Club itself. Any member in arrears for annual membership dues, or other indebtedness, shall be eligible to hold office, or entitled to vote, or to enter in any shows, tests, or competitions as a member of the Club, or to skate during Club ice sessions. The Secretary shall submit to the U.S. Figure Skating Headquarters, no later than June 1, a list of those members not in good standing with the Club due to outstanding financial obligations. Such members will be flagged in the U.S. Figure Skating database until such financial matter has been resolved. It is the duty of the Secretary to inform U.S. Figure Skating Headquarters when said financial obligation is rectified.

Section 11.9 Arrears for Dues: Any member in arrears for annual membership dues, ice fees, show fees, or other indebtedness shall be notified by the Secretary at his/her last known address, of the amount due. If the amount posted is not paid in full within one month of the notification, the name of the delinquent member shall be reported to the Board Members at their next meeting. The Board Members may drop from the roll any name of such delinquent member. A member dropped from the roll for non-payment of annual membership dues, or other indebtedness may, upon payment of same, at the discretion of the Board Members, be reinstated to membership.

## ARTICLE XII MEMBERSHIP IN U.S. FIGURE SKATING

Section 12.1 The Club shall maintain its membership in U.S. Figure Skating and conduct its affairs in a manner consistent with their bylaws. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by U.S. Figure Skating.

## ARTICLE XIII ADOPTION AND ADMENDMENT OF CONSTITUTION AND BYLAWS

Section 13.1 Initial Bylaws: The initial bylaws were approved by a vote of the general membership.

Section 13.2 Subsequent Bylaws: The bylaws may be amended by a two-thirds vote of the Board Members at any regularly constituted meeting thereof.

## ARTICLE XIV DISSOLUTION OF THE CLUB

Section 14.1 Disposition of Assets: In the event of dissolution of the Club, all assets and property remaining after satisfaction of outstanding debts will become the property of the U.S. Figure Skating Memorial Fund.