



BISMARCK
FIGURE
SKATING CLUB

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BYLAWS OF BISMARCK FIGURE SKATING CLUB, INC.

ARTICLE I - PURPOSE

Section 1.1 Purpose: The purposes of the Bismarck Figure Skating Club (Club) are to encourage the instruction, practice, and advancement of members in the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, produce, or cooperate in the production of amateur ice competitions and shows; to carry out the general policies and objectives of United States Figure Skating (USFS); and generally to do and perform such other acts as may be necessary, advisable, proper or incidental to the realization of the objectives and purposes of this organization.

Section 1.2 Principal Office: The principal office of the Club shall be located in the Capital Ice Complex at 1504 Wichita Drive, Bismarck, North Dakota 58504.

Section 1.3 Books and Records: The Club shall keep correct and complete books and records of account and shall keep minutes of the meetings of the members, the board of directors and the committees having any of the authority of the board of directors; and shall keep a digital record of the names and addresses of the members entitled to vote. All books and records of the Club may be inspected by any member, or a member's agent or attorney, for any proper purpose at any reasonable time. A list of the members entitled to vote must be available at a meeting of the members.

ARTICLE II - BOARD OF DIRECTORS

Section 2.1 General Powers: The business and affairs of the Club shall be managed by the board of directors which shall have all such powers of the Club and shall do all such lawful acts and things as are permitted by law and not inconsistent with these bylaws. All members of the board of directors shall register with the USFS and be in full compliance with rules of the USFSA.

Section 2.2 Number: The board of directors shall be composed of four members of the Club elected at large, the officers of the club who shall be ex officio members with full voting rights on the board.

The officers of the Club shall be a president, a vice president, a secretary, and a treasurer. No member shall be eligible to be an officer or director of the Club if that person has designated another figure skating Club as the person's "Home Club" with the USFS. No member who is an "Ineligible Person" of the USFS shall be eligible to be an officer of the Club.

Section 2.3 Election and Term of Office: Two directors elected at large and officers shall be elected from the voting membership of the Club at the annual meeting and take office at the

following monthly meeting. Each officer and director shall hold office for two years and until a successor is duly elected and qualified, with president and secretary terms expiring in even years and vice president and treasurer expiring in odd years. Vice president and treasurer will hold a one-year term at the first election of the year the Club formed. Each officer and director, except for the office of treasurer, may serve two consecutive terms at any position and then must take leave for at least one year from that position. Candidates for the board of directors may be nominated by a nominating committee appointed by the board of directors and may also be nominated from the floor. Voting shall be by ballot, either through electronic or paper means, as determined by the board of directors, and the persons receiving the greatest number of votes shall be elected. If voting is done through electronic ballot, the board shall ensure proper voting assurances are in place to validate results. Cumulative voting for directors shall not be allowed.

Section 2.4 Removal and Vacancies: An officer or director may be removed by a majority vote of the voting members of the Club at a meeting called in the manner provided herein. If an officer or director shall be convicted of a felony, the officer or director will be dismissed. If a director or officer shall be absent from three (3) or more meetings in any twelve (12) consecutive months, the board of directors may declare the office of such director vacant. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the board of directors for the unexpired portion of the term.

Section 2.5 Duties of the President: The president shall be the principal executive officer of the Club and, subject to the control of the directors, shall in general supervise and manage the business and affairs of the Club. The president, when present, shall preside over all meetings of the members and of the directors. The president may sign, with the secretary or any other officer of the Club authorized by the directors, any agreements, contracts or other instruments which the directors have approved. The president shall have the power to temporarily suspend any member for violating the bylaws or regulations of the Club pending action by the board of directors; the power to call special meetings of the members or the directors; and in general the power to perform all duties incident to the office of president and such other duties as may be prescribed by the directors from time to time.

Section 2.6 Duties of the Vice President: The vice president shall assist the president in the discharge of the president's duties and assume the duties of the president and to officiate in the absence of the president. The vice president shall oversee fundraising and advanced USFS membership registration.

Section 2.7 Duties of the Treasurer: The treasurer shall have charge of the funds of the Club and shall keep a record of all income and expenses and shall render a standard accounting report at each meeting of the board of directors. There shall be an audit done at the end of the treasurer's term or when requested by the board of directors. The board of directors shall have the power whenever they deem it necessary to appoint an acting treasurer. The funds shall be deposited in the name of the Club in a bank or in securities approved by the board of directors. All disbursements by check shall be signed by the treasurer and the president or designated officer or member of the board of directors. The treasurer shall perform all duties incident to the office of treasurer and such other duties as may be assigned by the president or the board of directors. The treasurer shall be paid a stipend to be determined by the board of directors.

Section 2.8 Duties of the Secretary: The secretary shall keep the minutes of the meetings of the Club and the board of directors and supervise all reports and documents connected with the

business of the Club. The secretary shall supervise keeping a roll of members. The secretary shall supervise the correspondence of the Club, prepare and issue all notices of all meetings of the Club and the board of directors, be custodian of the corporate records of the Club, and in general perform all duties incident to the office of secretary and such other duties as may be assigned by the president or the board of directors.

Section 2.9 Meetings: The board of directors shall meet at least 10 times throughout a year, preferably monthly. The directors may set the time and place for such regular meetings without further notice. If the directors fail to set such a regular meeting, the time and place of the meeting shall be set by the president with notice at least three (3) days prior to the meeting. Special meetings of the board of directors may be called by the president or by three or more directors. Notice of any special meeting shall state the time and place of the meeting and shall be given at least three (3) days prior to the meeting.

Section 2.10 Quorum: A majority of the board of directors shall constitute a quorum. The act of a majority of the directors be present at a meeting at which a quorum is present shall be the act of the board of directors unless the act of a greater number is required by law, the articles of incorporation, or these by-laws.

Section 2.11 Suspend or Expel: The board of directors shall have the power to suspend or expel any member for violations of the bylaws of the Club or rules adopted by the board of directors or for conduct which the board of directors deem improper. No member shall be expelled or suspended without the right to a hearing before the board of directors. The board of directors may reinstate any member previously suspended or expelled.

Section 2.12 Standing Committees: The board of directors by resolution adopted by a majority of directors may appoint such standing and other committees of the board of directors, each which shall consist of two or more committee chairpersons, as it deems appropriate with full authority over them. The committees, to the extent provided in the resolution and except as prohibited by law, shall have and exercise the authority of the board of directors in management of the Club. The appointment of any such committees and the delegation of authority thereto shall not relieve the board of directors, or any individual director, of any responsibility imposed by law. The board of directors may also appoint such other committees of the directors or the members as the board deems useful and appropriate to assist in carrying out the functions and activities of the Club.

Section 2.13 USFS Delegate: The board of directors shall appoint from its registered members eligible, a number of delegates in proportion to the total number of registered members of the Club during the preceding fiscal year as specified in the USFS by-laws or rules. The delegate(s) shall be representative(s) between the Club and the USFS and may attend the USFS Governing Council meeting, either in person or by proxy. The Club shall file a certificate of such appointment with the USFS.

Section 2.14 Expenditures and Revenue: The board of directors shall prepare and submit to the members at the annual meeting a projection of anticipated expenditures for the coming year together with proposals for sources of revenue to meet the projected expenditures.

ARTICLE III - MEMBERSHIP

Section 3.1 Classes of Membership: The membership of the Club shall consist of junior members and adult members.

Section 3.2 Junior Members: Each person who was registered in one of the Club's skating sessions during the previous twelve (12) months and who is less than eighteen (18) years of age shall be a junior member of the Club. Junior members cannot hold office, be a member of the board of directors, or vote on matters submitted to a vote of the members.

Section 3.3 Adult Members: The following shall be adult members of the Club and entitled to vote on each matter submitted to a vote of the members:

1. Each person who was registered in one of the Club's skating sessions during the previous twelve (12) months and who is eighteen (18) years of age or older. This member type may not hold office as an officer but may be elected as an at large director;
2. Each parent or legal guardian of a junior member, may hold office as an officer or at large director; and
3. Each person who is currently a coach, director or instructor of one of the Club's skating programs and who is eighteen (18) years of age or older. This member type may not hold office as an officer or at large director.

Section 3.4 Resignation: Each person who would otherwise be a member of the Club is entitled to decline or resign such membership. The person shall notify the secretary to exercise a decision to decline or resign membership in the Club.

Section 3.5 Arrears for Fees: Any member in arrears for fees or other indebtedness to the Club shall be notified via email by the treasurer. The name of the delinquent member shall be reported by the treasurer to the board of directors. The board of directors may automatically suspend the delinquent member who shall be reinstated upon payment in full of the delinquent amount. Suspension shall not relieve the suspended member from the obligation to pay any fees or other amounts due the Club. The board shall adhere to the club policy related to member finances.

Section 3.6 Membership Suspension: No person whose membership has been suspended by the board of directors pursuant to these bylaws shall be entitled to vote or hold office.

Section 3.7 Voting: Each adult member shall be entitled to one vote on each matter submitted to a vote of the members. Voting by proxy or absentee ballot shall not be permitted.

Section 3.8 Meetings: There shall be at least one Club membership meeting each year. The annual meeting shall be held within one month of the closing of the fiscal year. Special meetings of the members may be called by the president, by the board of directors, or upon the written petition of not less than ten percent (10%) of the adult members.

Section 3.9 Quorum: At least 20 members who are entitled to vote shall constitute a quorum of

the membership for the transaction of business. The vote of a majority of the votes entitled to be cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members unless a greater portion is required by law, the articles of incorporation or these bylaws.

Section 3.10 Notices: Written or printed notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose for which the meeting is called, shall be delivered to each adult member not less than three days before the date of the meeting, by electronic mail when directed to an electronic mail address at which the member has consented to receive notice, by or at the direction of the president, the secretary, or the persons calling the meeting. No business may be transacted at a special meeting of the Club except that for which notice was given.

Section 3.11 Discipline: The board of directors shall have the power to suspend or terminate a membership in the Club based upon a complaint in accord with the procedure in this section. Any member(s) having a complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, must file a written complaint with the board of directors summarizing the complaint and including the names of any witnesses. After receiving such a complaint, the board of directors shall hold a meeting as soon as practical to investigate the matter. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a hearing date by written notice. Both the complainant and the member complained against shall have the right to appear at the meeting and present a statement or evidence to the board. The decision of the board shall be in writing and state the reasons for the decision. The decision of the board shall be final.

Section 3.12 Competitions and Exhibitions: No member of the Club shall make entry in the name of the Club in a competition or exhibition without the approval of the board of directors or someone given the authority to approve such entry by the board of directors.

ARTICLE IV - RULES OF ORDER

Section 4.1 Order of Motions: When a question is before the meeting, no motion shall be entertained except: 1. To adjourn; 2. To lay on the table; 3. To call the question; 4. To postpone; 5. To commit; or 6. To amend. Several such motions shall have precedence in the above order and the first three (3) shall be decided without debate.

Section 4.2 Yeas and Nays: If any two members shall request, the yeas and nays shall be called upon any question, whereupon each voting member present shall vote as the member's name is called, without debate, unless excused from voting by the meetings, and the vote so taken shall be recorded in the minutes.

Section 4.3 To Reconsider: A motion to reconsider must be made by a member who voted with the majority and at the same or succeeding meeting.

Section 4.4 Majority Vote: Except as otherwise provided herein, all questions shall be determined by a majority vote. The chair may vote only in case of a tie except when the yeas and nays are ordered in which case the chair shall vote when the chair's name is called.

If the result is then a tie, the motion shall be declared lost.

Section 4.5 Robert's Rules of Order: All questions of parliamentary procedure not provided for in these bylaws shall be determined in accordance with Robert's Rules of Order, Newly Revised.

ARTICLE V - AMENDMENT OF BYLAWS

Section 5.1 Amendment: These bylaws must be amended by a two-thirds (2/3) vote of the voting members present at a duly called meeting of the Club when the proposed amendment has been sent out in the notice of such meeting.

Section 5.2 By-laws Review: Club by-laws shall be reviewed annually by the board of directors. The board may review its policies in order to ensure the club is following proper protocol as outlined in each policy.

The foregoing bylaws of the Bismarck Figure Skating Club, Inc. were duly adopted as the bylaws of the corporation at a meeting held on April 6, 2004 and most recently revised at the annual meeting held on June 10, 2024.