



**Eganville Skating Club  
Constitution and By-laws**  
(revised February 13, 2026)

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PO Box 515  
Eganville, Ontario  
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# CONSTITUTION OF THE EGANVILLE SKATING CLUB, CLUB # 1000798

Date of Revision to Constitution: May 7, 2024

## Article 1: NAME

The name of the Club shall be the EGANVILLE SKATING CLUB, operating legally as the Eganville Skating Club after called the Club.

## Article 2: **SKATE CANADA**

- a) A not-for-profit skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members [Skate Canada By-law 1100 (3)].
- 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 By-law 1201 (1)(c)(ii), 1201(1)(c)(viii) and 1201 (1)(c)(ix)]
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1)(c)(iv).
- d) The Club is located in the Eastern Ontario Section of Skate Canada. See Skate Canada By-law 1503 for definition of Sections.

## Article 3: **PURPOSE OF THE CLUB**

- a) The purpose of the Club shall be 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) The Club, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201 (1)(c)(iv)]
- c) The Club shall 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) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

Article 4: **BY-LAWS OF THE CLUB**

- 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 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-laws [Skate Canada By-law 1201 (1)(c)(iv)].
- 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 By-law 1201 (1)(c)(iv)].

## **BY-LAWS OF THE EGANVILLE SKATING CLUB**

### **MEMBERSHIP**

#### **By-Law 1: Club Membership**

Membership in the Club shall be open to all, irrespective of sex, age, creed or colour.

#### **By-Law 2: Skate Canada and Club By-Laws, Rules and Regulations**

All members of the Club 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 made by the Board of Directors of the Club.

#### **By-Law 3: Membership Fees**

All members 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. All members are to pay registration fees to the Club as stipulated at time of registration. Registration fees that are unpaid after 30 days of missed payment deadline may result in member suspension and possible membership termination to avoid financial risk. (See Skate Canada By-law 1201 (1)(c)(ix), Skate Canada By-law 1201 (1)(a), Rule 2101, Policies and Procedures).

#### **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 Club activities if these fees are not paid within 30 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership.

#### **By-Law 5: Setting of Club Fees, Rules and Skating Hours**

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

#### **By-Law 6: 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. The Club Executive shall develop a Suspension and Expulsion Policy and Procedure in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures. [See Skate Canada By-law 1204].

## **LIABILITY**

### **By-Law 7: Liability**

The Club shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor to the Club 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 By-law 1201 (1)(c)(viii)].

## **CLUB MANAGEMENT**

### **By-Law 8: Members of Board of Directors**

The members of the Board of Directors must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age, and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

### **By-Law 9: General Management**

The general management of the Club shall be vested in an Executive consisting of:

- President
- Vice President
- Treasurer
- Secretary
- Test Chair
- Competition Chair
- Fundraising Chair

### **By-Law 10: Holding of Board of Directors Office**

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

### **By-Law 11: Executive Membership**

The Executive shall hold office until the close of the meeting at which their successors have been duly elected.

### **By-Law 12: Board of Directors Vacancies**

*Casual vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.*

### **By-Law 13: Board of Directors Member Absenteeism**

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

**By-Law 14: Role of President**

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice President will fill this duty.

**By-Law 15: Role of Treasurer**

The Treasurer shall be responsible for the safe control of all club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an un-audited annual financial statement. Any two of the President, the Vice-President and the Treasurer shall sign all cheques and legal documents. Note: It is recommended that the Treasurer be one of the signatories.

**By-Law 16: Role of Secretary**

The Secretary shall issue all notices for Board of Directors and general meetings and shall take minutes at all meetings.

**By-Law 17: Role of Registration Chair**

The Registration Chair is responsible for promoting and developing membership in the club and for ensuring submission of club and member registration to Skate Canada.

**By-Law 18: Communication Chair**

This Chair is responsible for ensuring clear, concise communication to club members, and our community.

**By-Law 19: Fundraising Chair**

This Chair is responsible for facilitating all fund raising activities for the club.

**By-Law 20: Skating Programs Chair**

In consultation with the club coaching staff this Chair shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to CanSkate, STARSkate, Competitive Skate, and Talent Identification and Development.

## **ANNUAL GENERAL MEETING**

### **By-Law 21: Annual General Meeting**

The Club Annual General Meeting shall be held before 31<sup>th</sup> of May. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 15% of Club Members. [Skate Canada By-law 1201 (1)(c)(i) requires that each club hold an annual meeting].

### **By-Law 22: Written Notice**

Notice of all Annual General Meeting and Special Meetings shall be given 30 days in advance to each voting member. The notice shall include the time and place of the meeting. The agenda, full details of any proposed amendments to these by-laws, and a complete list of the candidates nominated for elections will be posted at least 10 days prior to the meeting. Notice will be posted at the very least on the Club bulletin board.

### **By-Law 23: Voting on Club Elections**

Voting on Club elections shall be by secret ballot. You must vote for the number of positions vacant. Ballot is destroyed if you do not vote on a full ballot. The candidates with the most votes will fill the positions in order. Voting on other matters may be by a show of hands.

### **By-Law 24: Eligibility to Vote**

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and legal age (over 18 years of age) and to Special Members of the Club voting on behalf of their children, who are members of the Club and registered as an Associate Member of Skate Canada. Special Members shall be restricted to one vote per family regardless of how many children are in the family. Proxy votes will not be allowed.

## **ORDER OF BUSINESS**

### **By-Law 25: Order of Business**

The order of business at the Annual General Meeting or Special Meetings of the Club shall be as follows:

- Reading of the Notice of Meeting
- Approval of Agenda
- Minutes of the preceding general/special meeting
- Treasurer's Report (Annual Financial Statement)
- Other Report
- Election of Board of Directors
- Amendment to the Constitution and By-Laws
- New Business

## **AMENDMENTS**

### **By-Law 26: Right to Submit, Process for Submitting**

Any member of the Club, in good standing, may propose an amendment to the constitution or by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

### **By-Law 27: Interim Amendments**

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such by-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

### **By-Law 28: Voting of Amendments**

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting of the Club.

### **By-Law 29: Effective Force of Amendments to By-laws**

All amendments to the by-laws upon receiving approval of any general or special meeting of members and upon approval of the provincial government (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, and Skate Canada rule and/or by-law.

## **FUNDS**

### **By-Law 30: Depositing of Funds**

The Treasurer shall deposit all funds in such banks or other institutions as may be designated by the Executive.

### **By-Law 31: Disbursements of Funds**

All disbursements of Club funds shall be by cheques or other auditable documents.

### **By-Law 32: Financial Review**

A person designated by the Board of Directors shall make a review of the financial transactions of the club each year and the financial statements shall be made available to the membership of the Club.

### **By-Law 33: Dissolution**

In the event that the Club ceases to exist, the net assets from liquidation shall go to the Bonnechere Valley Township.

