

**Constitution and Bylaws of the Hudson Mohawk Figure Skating Club  
Member of the United States Figure Skating Association (USFSA)  
(amended & approved 05/30/2018)**

**Article I. Name and Incorporation**

*Section 1. Name* - The name of this corporation is the Hudson Mohawk Figure Skating Club, Inc. From herein this will be referred to as the HMFSC.

*Section 2. Incorporation* - This club was incorporated under the Laws of the State of New York, February 26, 1954. The HMFSC is a 501(c)(3) not-for-profit organization as of July 28, 2008 according to the Internal Revenue Service Code.

*Section 3. Address* - The Houston Field House, RPI, Troy, New York, 12180 shall be designated as the Home Rink and official mailing address of HMFSC, unless otherwise noted.

*Section 4. Provisions* - The provisions of this constitution & bylaws shall apply to all members of HMFSC.

**Article II. Purpose**

*Section 1. Purpose* - The purpose of HMFSC as stated in its certificate of incorporation are to encourage the instruction, practice and advancement of the members in moves in the field, free skating, dancing and all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among Club members; to sponsor, to produce, or to cooperate in the production of amateur ice carnivals, shows, and competitions; generally to do and perform such other acts as may be necessary, advisable, proper, or identical to the realization of these objects and purposes.

**Article III. Membership**

*Section 1. Membership* - Any person meeting the rules of membership as defined by the USFSA may apply for membership in HMFSC as hereinafter provided.

*Section 2. Application for Membership* - Application for membership must be subscribed by the candidate, or the parent of the candidate, and shall include all information as required by USFSA; and shall include an agreement to comply with the Constitution and Bylaws. All applications are to be submitted to the membership chairperson or to any board member.

*Section 3. Membership Fees* - The membership fee will be determined annually by the Board of Directors.

*Section 4. Voting Privileges* - One member of each family and any skating member who has attained his/her eighteenth (18<sup>th</sup>) birthday by December 1 of each year shall have the right to vote. Skating professionals may be members but cannot vote or hold office without consent of the HMFSC Board of Directors

*Section 5. Classes of Membership* - The classes of membership shall be (a) skating (b) associate; (c) honorary. The maximum number of members in any group may be limited at the discretion of the Board of Directors.

- a. Skating Members: Skating members shall be eligible to skate in such sessions for which they qualify, on the payment of such fees as may be determined by the Board of Directors.
- b. Associate Members: Individuals may be eligible to non-skating or other special membership on payment of such fees as may be determined by the Board of Directors, commensurate with the privileges to be enjoyed.
- c. Honorary Members: Honorary members may be elected to any meeting of the Board of Directors by a majority vote. An honorary member shall be free from initiation fees, dues and assessments. He/she may represent HMFSC at competitions, exhibitions, and attend ice skating sessions under the same rules governing active members. He/she shall not be nominated or elected to any office. He/she shall have no claim on the assets or other property of HMFSC

*Section 6. Conduct of Members* - Any member may be suspended from membership who fails to pay dues and other indebtedness within 30 days after issuance of a bill. Therefore, a member dropped from the role for nonpayment of dues or any such indebtedness may upon payment of same reinstated to full membership at the discretion of the board.

If the conduct of any member shall appear to be willful violation of the bylaws of USFSA or the HMFSC, the Board of Directors may, by a two-thirds vote of the entire Board, suspend or expel such a member. Before action is taken, a written copy of the charges must be presented to the Board of Directors of the USFSA for consultation. If after consultation with the Board of Directors of the USFSA, the HMFSC Board still desires to expel or suspend the member, a written copy of the charges must be served upon the member and an opportunity given that member to be heard before the Board of Directors. Suspension for arrears for dues and ice fees does not require a consultation with the USFSA.

*Section 7. Resignation* - Any member not in arrears for dues or other indebtedness, may tender a written resignation of his/her membership to the Secretary who shall report the same to the Board at their next meeting for their action. Requests to change Home Club affiliation made via USFSA would also be accepted.

*Section 8. Responsibilities for Guests* - Members shall be responsible for the conduct and indebtedness of all persons admitted to HMFSC's property at their request. Non-HMFSC skating professionals using HMFSC ice will be responsible for the conduct of their skaters, and for informing them of HMFSC ice fees.

*Section 9. Board Approval for Competition, Exhibition, or Testing* - No member or members of HMFSC shall make entry in the name of HMFSC in any competition or exhibition except with the approval of the Board of Directors or its authorized representative. Only HMFSC members in good standing may make entry in the name or HMFSC in any competition, exhibition, or test session.

## **Article IV Recognition**

*Section 1.* All sponsors will be acknowledged through HMFSC media.

## **Article V. Government**

*Section 1. Officers* - The government of the HMFSC shall be vested in a Board of no fewer than 3 members. Additional Board members may be added as needed to fulfil the obligations of the Board and the mission of the HMFSC. Officers will consist of President, Vice President, Secretary, Treasurer and Director. Offices may be combined. Secretary

*Section 2. Terms of office* - Members shall be elected each year at the annual meeting and shall serve for a period of three years.

*Section 3. Eligibility for office* - Only active members or family representative (for minors) of the HMFSC are eligible for election to office. No more than one member of any family may serve on the Board at the same time. No member shall be eligible for the office of President who has not served at least one year on the Board. No members of other figure skating clubs are eligible for election to office. Non-HMFSC members wishing to become eligible must change their Home Club Affiliation to HMFSC prior to taking office.

*Section 4. Nomination of Office* - Nomination for office will be made by the Nominating Committee.

*Section 5. Additional Nominations* - Additional nominations may be made from the floor at the meeting preceding the annual meeting, after which, nominations will be declared closed. The Nominating Committee may solicit additional nominations via in-person and/or electronic means no later than the meeting preceding the annual meeting.

*Section 6. Qualifications and Position* - No nominee shall be included on the ballot without a written statement of personal position, qualifications, and consent to serve , if elected.

*Section 7. Officers* - The President, Vice President, Secretary, and Treasurer shall be elected by the Board of Directors at their first regular meeting held after the Annual Meeting of the members by ballot and shall hold office for one year or until their successors are chosen. The Board shall elect members of the Board to fill all four offices. The Board may appoint one or

more Assistant Secretaries and Assistant Treasurers, either from HMFSC membership or outside HMFSC membership at such times as the Board may consider advisable to assist the Secretary and the Treasurer in their duties.

*Section 8. Resignation from the Board of Directors* - Any member of the Board of Directors may tender a written resignation of his/her membership to the Secretary who shall report the same to the Board at their next meeting.

*Section 9. Filling Vacancies* – To fill a vacancy, a new member may be appointed by the President on the approval of the Board. The Board of Directors may remove from office any officer, director, or committee chairperson who fails to perform the duties of the office as required. All disciplinary actions shall rest with the Board of Directors. A two-thirds ( $\frac{2}{3}$ ) vote of the entire Board shall be necessary to effect any disciplinary action, and appropriate justification for such action shall be given to the membership.

## **Article VI. Duties of the Officers**

*Section 1. Duties of the President* - The President shall:

- A. Preside at the meeting of the HMFSC and of the Board of Directors
- B. Within 30 days after the Annual Meeting, appoint standing committees and their Chairpersons subject to the Board of Directors and notify members of their appointments.
- C. Appoint Special committees subject to approval of the Board of Directors.
- D. Be a member in ex-officio of all committees.
- E. Prepare and read at the Annual Meeting of the HMFSC and report on the work of the year.
- F. Keep Officers and Directors informed of HMFSC activities and affairs via a constant flow of communication.
- G. Prepare and email an agenda to all Board members at least seven (7) days prior to all Board meetings.
- H. Appoint tellers prior to voting.
- I. With a Board Member in good standing, sign all agreements and contracts made by HMFSC upon approval of the Board of Directors.
- J. Call all Club meetings, Board meetings, and special meetings.
- K. Be familiar with Roberts Rules of Order.

*Section 2. Duties of the Vice-President* - The Vice President shall:

- A. Assist the President in the discharge of his/her duties.
- B. Assume the duties of the President in his/her absence and officiate in his/her stead.
- C. Serve as the chairperson of the Nominating Committee.
- D. Serve as the chairperson of the Bylaws Committee.
- E. Serve as the de facto Parliamentarian.

*Section 3. Duties of the Secretary* - The Secretary shall:

- A. Keep the minutes of the meetings of HMFSC and of the Board of Directors.
- B. Maintain record of all reports and documents connected with the business of HMFSC.
- C. Main record of memberships, together with the dates of their election, and a record of all members elected, deceased, suspended, or expelled.

*Section 4. Duties of the Treasurer* - The Treasurer shall:

- A. Have charge of the funds of HMFSC.
- B. Keep a record of all receipts and disbursements shall be made only upon vouchers approved by the Board of Directors.
- C. Take full responsibility of the filing and collaboration with the HMFSC accountant (in the event that taxes shall be filed).

The Board of Directors shall have the power whenever they deem it necessary to appoint an Assistant Treasurer. The funds shall be deposited in the name of HMFSC in any bank or banks approved by the Board of Directors or in securities approved by the Board of Directors. All disbursements by check shall be signed by one of the four officers of HMFSC.

*Section 5. Additional duties*

- A. All officers shall prepare a written annual report for the membership.
- B. In addition to the foregoing specific duties, the duties of the officers shall be such as their titles by general usage, would indicate and such as may be assigned by the Board of Directors.

## **Article VII. Board of Directors**

*Section 1. Terms of Office* - Directors shall be elected at the Annual meeting for a three year term of office.

*Section 2. Meetings* - The Board of Directors shall meet at least once every month during the skating season upon the call of the President, or in his/her absence, the Vice President.

A. Any HMFSC member may request a meeting. Any officer of the Board may call a Board meeting upon written notice to all members of the Board at least three (3) days prior to the meeting, when possible. The notice shall state the date of the meeting and the purpose for which the meeting is called.

B. Two-thirds (2/3) of Board members shall constitute a quorum.

C. Regular Board meetings with the exception of Executive Session shall be open to the membership. Non-Board members may attend, but not participate without specific invitation for limited specific agenda items. A period of open forum discussion will be provided at each meeting. Regular Board meetings will be announced to the membership via the HMFSC calendar.

### *Section 3. Duties*

#### General

- A. Control and management of funds and property of the HMFSC.
- B. Selection of the place of deposit of funds.
- C. Conduct the general business of the HMFSC.
- D. Each officer, director, and committee member shall deliver any HMFSC property and records to a successor or to the President within one month after the Annual meeting or upon leaving office.
- E. They shall have the power to limit the indebtedness of a member of HMFSC.
- F. May reject any candidate for membership, but must use the same criteria and procedure as for expulsion and/or suspension.
- G. Serve on at least one committee

USFSA Delegation- They shall elect a delegate or delegates to the US Figure Skating. HMFSC Secretary shall inform the US Figure Skating Secretary, in writing, of the name and address of the delegates elected. The said delegate shall be the sole representative between HMFSC and the Association and shall attend the US Figure Skating meeting either in person or by proxy. The Board may, as it sees fit, pay the traveling expenses of the Delegate to the US Figure Skating meeting.

Clerical Assistance- They shall have the authority to make, at their discretion, appropriations for clerical assistance to the Secretary, President or other members of the Board.

Ice Time and Rental- The HMFSC shall purchase ice time at the Houston Field House and other ice facilities to fulfill the requirements of HMFSC as annually determined by the Board.

## **Article VIII. Committees**

At the discretion of the Board and pending the availability of participants, the following committees may be formalized.

### *Section 1. Standing Committees*

- A. Membership- This committee shall review and process all application of candidates for membership and report to the Board of Directors. With Board approval, they shall also be responsible for designating an individual to direct the Learn to Skate program.
- B. Rules and Ice Committee- The committee shall make rules and arrangements for the conduct of HMFSC members during the regular skating sessions. They shall also make

arrangements for utilization of the ice to the best advantage of HMFSC members. Those rules and regulations shall be approved by Board and then posted. They will also arrange for session supervisors to cover all scheduled sessions as well as makeup and special sessions. They shall also develop the package structures with the approval of the Board.

- C. Professional Committee- This committee shall be responsible for the procurement of professionals with the approval of the Board, to fill needs of HMFSC, contract preparation and signatures, general supervision within HMFSC, and liaison between the professionals and HMFSC or membership. They will also monitor the compliance of skating professionals with the rules of USFSA.
- D. Promotion and Publicity Committee- This committee shall be responsible for all phases of promotion and publicity, including newspaper items, social media pictures of skaters, or events, skating bulletins, skating magazine articles, bulletin board and a newsletter.
- E. Events Committee- This committee shall provide and take charge of all social entertainment given by HMFSC. Events such as Holiday Happiness and the annual Banquet are included.
- F. Nominating Committee- This committee shall provide a slate of candidates equal to or greater than the number of vacancies existing, and in consideration of skaters in all levels.
- G. Test Committee- This committee shall be responsible for conducting all US Figure Skating test sessions. They shall work together in such a manner that each member is knowledgeable or policies and procedure necessary for carrying out a test session.
- H. Competition Committee- The Competition Committee shall manage all competitions in HMFSC. They shall work closely with the test committee, especially in the area of procuring judges. They shall, with approval of the Board determine eligibility to enter various levels of competition.
- I. Constitution and Bylaws Committee- The Constitution and Bylaws Committee will be chaired by the Vice President. It shall be their duty to review the Constitution on an annual basis and recommend alterations as necessary.

*Section 2. Special Committees* - Other committees may be created as required. Any special committees will be chaired by a member of the HMFSC with Board approval and oversight.

*Section 3. Duties of the Committee Chairperson*

- A. The Chairperson of a committee shall:
  - 1. Be responsible for carrying out the duties as assigned.
  - 2. Report to the Board advisor or directly to the Board concerning committee's activities and progress.
  - 3. Prepare an annual report for the membership.
  - 4. Turn over all records and correspondence to their successor within one month after their successor is appointed.

- B. The President shall appoint a Board liaison for any committee composed exclusively of non-Board members.
- C. The members of the Committee shall cooperate with the Chairperson in carrying out the duties as assigned.

*Section 4. Special Managers* – As the need arises, the Board may appoint a special manager to serve as liaison and administrator to a particular HMFSC program.

- A. Duties of the Houstonette Manager
  - a. Serve as the liaison between the Board of Directors and the Houstonette skating professional/coaching staff.
  - b. Serve as an ex-officio, voting member of the Board of Directors
  - c. Confirm membership of all Houstonette skaters
  - d. Work with the Treasurer to manage the budget of the Houstonettes
  - e. Purchase ice for Houstonettes with approval of the Board

## **Article IX. Meetings, Quorums, Voting**

### *Section 1. Meetings*

- A. The Board of Directors meets monthly. Notice shall be made to every voting member at least fourteen (14) days in advance thereof.
- B. The annual meeting and election shall be held in the spring. Notice shall be made to every voting member at least fourteen (14) days in advance thereof.
- C. Special meetings may be held upon the request of the President, the Board of Directors, or upon written request of the voting Club members in good standing. No business shall be transacted at a special meeting, except that of which notice was given.

### *Section 2. Voting*

- A. Only members in good standing shall participate in elections or other voting.
- B. Elections
  - a. At the annual meeting, three (3) tellers shall be appointed by the President and shall be responsible for counting the ballots and making an official report to the members.
  - b. Elections shall be by written ballots.
  - c. A vote may be cast for a person not on the ballot by writing in the name in the space provided as long as prior consent has been given by the member.
  - d. A plurality vote shall elect.
  - e. Ballots shall be made available by Nominating Committee to all members eligible to vote at least two (2) weeks prior to the annual meeting. Said ballots are to be marked and suitably identified and returned to the Nominating Committee either by mail, electronic communication or by person at the annual meeting.
  - f. In the event of a tie, the tie may be broken by written ballot at the annual meeting.

## **Article X. Finance**

*Section 1. Membership fees* - Membership fees shall be determined annually by the Board of Directors.

*Section 2. Guest Fees* - Guest fees shall be determined annually by the Rules and Ice Committee with approval of the Board of Directors.

*Section 3. Fiscal year* - The fiscal year of the HMFSC shall date from July 1 to June 30.

## **Article XI. Parliamentary Authority**

*Section 1. Robert Rules of Order* - Roberts Rules of Order shall be the authority for this Association unless otherwise specified in the Bylaws.

## **Article XII. Amendments**

*Section 1.* The Bylaws may be amended at the annual meeting of this Association by two-thirds ( $\frac{2}{3}$ ) vote of the members present provided notice of the proposed amendment change has been communicated to the membership at least two (2) weeks prior to the date of the annual meeting.